



Fulwood and Cadley Primary School

Health and Safety Policy

Date of Policy: May 2025

Date of Policy Review: May 2026

<ul style="list-style-type: none"> ○ Name of School Fulwood & Cadley Primary School ○ Category of School Primary School ○ School Number 06057 ○ School Address Cadley Causeway, Fulwood, Preston PR2 3QT
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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:

- 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: <i>K France</i>	Signed: <i>E. Hodgekinton</i> On behalf of the Governing Body
Headteacher's name: Kirsty France	Chair of Governors name: Elizabeth Hodgkinson
Date: 16/5/25	Proposed Review date: May 2026

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Kirsty France (Headteacher)
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	Amy Royle (School Business Manager)
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas:	<p>Premises: Steve McGown (Site Supervisor & Key Holder)</p> <p>Fire safety: Kirsty France (HT) Amy Royle (SBM)</p> <p>Emergency plans: Kirsty France (HT) Amy Royle (SBM)</p> <p>Educational visits: Lisa Livesey (Ed Visit Coordinator & SLT)</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:	Kirsty France (HT) Amy Royle (SBM)
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.	Health & safety file (in main office) & on shared drive
<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

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.	Kirsty France (HT) Amy Royle (SBM)
The significant findings of risk assessments will be reported to:	Kirsty France (HT) Amy Royle (SBM) LCC Design & Construction
Action required to remove/control risks will be approved by:	Kirsty France (HT)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Kirsty France (HT) Amy Royle (SBM)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Kirsty France (HT) Amy Royle (SBM)
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:	Kirsty France (HT) Amy Royle (SBM) For COSHH: Steve McGown (Site Supervisor)

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:	Francesca Foss (Staff Governor) Jo Margerison (Staff Governor)
Consultation with employees is provided via:	Individual staff appraisals Review of documents Staff meetings Circulation of draft documents for consultation Governors health and safety walk rounds

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:	Kirsty France (HT) Steve McGown (Site Supervisor)
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Kirsty France (HT) Amy Royle (SBM) LCC Design & Construction
Responsible person(s) for ensuring that all identified maintenance is carried out:	Amy Royle (SBM) Steve McGown (Site Supervisor)
Any problems found with equipment should be reported to:	Amy Royle (SBM) Steve McGown (Site Supervisor)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	LCC Design and Construction

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	The main entrance
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Health and safety advice is available from:	Kirsty France (HT) Amy Royle (SBM) School Portal
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Kirsty France (HT) Amy Royle (SBM) Lisa Livesey (SLT) Suzy Barrett (Student placements) Ann McGown (Work experience)

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:	Kirsty France (HT)
Job specific training will be provided by:	Kirsty France (HT) Lisa Livesey (SLT)
Jobs requiring specific health and safety training are:	<p>Asbestos Inspection & Awareness: H&S Team, H&S E-learning & on the job training</p> <p>Legionella & Water Monitoring: H&S Team, H&S E-learning & on the job training</p> <p>COSHH: H&S Team, H&S E-learning & on the job training</p> <p>Management of Contractors: H&S E-learning & on-the-job training</p> <p>DSE: H&S E-learning</p> <p>Working at Height: H&S E-learning & on-the-job training</p> <p>Manual Handling of people: H&S Team & on-the-job training</p>
Training records are kept by:	Amy Royle (SBM) RCCN (3 rd party contractor)
Training will be identified, arranged and monitored by:	Kirsty France (HT) Amy Royle (SBM)

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:	School Corridor First Aid Room
The first aider(s) and appointed person(s) is/are:	The list of first aiders is up at each first aid box and around school
All accidents and cases of work-related ill health are to be reported to:	Kirsty France (HT) Amy Royle (SBM)
Health surveillance is required for employees doing the following jobs within the school:	Pregnant employees will require a specific risk assessment and duties may need modifying to take account of their changing capabilities
Health surveillance will be arranged by:	Kirsty France (HT) Amy Royle (SBM)
Health surveillance/records will be kept by/at:	Kirsty France (HT) Amy Royle (SBM)

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:	Steve McGown (Site Supervisor) Governors Resources Committee Kirsty France (HT) Amy Royle (SBM)
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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.	Kirsty France (HT) Amy Royle (SBM)
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:	Kirsty France (HT) Amy Royle (SBM)
Responsible person(s) for investigating work-related causes of sickness absences:	Kirsty France (HT) Amy Royle (SBM)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Kirsty France (HT) Amy Royle (SBM)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Kirsty France (HT) Amy Royle (SBM)

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:	Kirsty France (HT) Amy Royle (SBM)
Escape routes are checked by/every:	Steve McGown (Site Supervisor) Daily checks
Fire extinguishers are maintained and checked by/every:	JLA fire & security Annually
Alarms are tested by/every:	Steve McGown (Site Supervisor) Weekly LCC Service contract 6 monthly
The emergency evacuation procedure is tested by/every:	Kirsty France (HT) Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Kirsty France (HT) Amy Royle (SBM)

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	Schools Portal Office
Asbestos management plan	√	Schools Portal SBM file shared drive
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Schools Portal
Cleaning/caretaking tasks	√	Schools Portal RCCN
Control of contractors	√	Schools Portal Contractor file office
Control of substances hazardous to health (COSHH)	√	Schools Portal Site Supervisor room
Disability access (health and safety implications)	√	Schools Portal Risk assessments as needed
Display screen equipment and eye tests	√	Schools Portal
Driving at work	√	Schools Portal
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Schools Portal PAMS system SBM health and safety file
Emergency procedures other than fire, for example flood, services failure	√	Schools Portal Emergency plan
Extended school and community use	√	Schools Portal Lettings policy
Finger traps (internal and external)	√	Schools Portal
Fire safety	√	Schools Portal Fire safety log book in Office
First aid	√	Schools Portal Premises file in Office

Occupational health and safety topic/activity	Applicable (√)	Details of where information about the school's arrangements can be found
		School corridor
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Schools Portal PAMS system
Health and safety induction (a checklist is available on the health safety and quality website)	√	Schools Portal Induction files
Infection control, including needles and needlestick injuries	x	
Lettings to non-school groups	√	Schools Portal Lettings policy
Manual handling	√	Schools Portal RCCN
Minibuses	x	
Mobile phones (the use of)	√	Schools Portal Staff code of conduct
Personal safety including lone working and violence and aggression	√	Schools Portal
Play equipment installations inspections	√	Schools Portal SBM premises file in Office
Playgrounds and external areas	√	Schools Portal SBM premises file in Office
Ponds and water features	x	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Schools Portal SBM premises file in Office
Pupil moving and handling (special needs)	√	Schools Portal Risk assessment for individual pupil
Pregnant employees and nursing mothers	√	Schools Portal Risk assessment for individual staff
Reporting of health and safety concerns/faults	√	Schools Portal Office filing cabinet
Severe weather including winter gritting	√	Schools Portal SBM file shared drive

Occupational health and safety topic/activity	Applicable (√)	Details of where information about the school's arrangements can be found
Shared use of buildings	x	
Sharps, for example, broken glass in the school building or external grounds	x	
Stress	√	Schools Portal Staff absence policy
Swimming pools	x	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Schools Portal Risk assessment SBM file shared drive
Visitor and volunteers' safety	√	Schools Portal Induction files
Waste storage and disposal	√	Schools Portal Waste transfer note in office filing cabinet
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Schools Portal Water hygiene file in office
Work equipment and machinery	x	
Working at height – ladders, access equipment etc	√	Schools Portal RCCN
Workplace inspection (internal and external)	√	Schools Portal SBM file shared drive Premises file in Office

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	√	Pupils with medical needs policy
*Educational visits	√	Educational Visits policy
Food safety and hygiene	√	LCCS
Outdoor activities	√	Risk assessment for PGL
PE equipment	√	Checked annually by 3 rd party company & report received
Pupil handling and restraint	√	Team Teach training received by staff
Grounds maintenance activities	√	LCC contract
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Smoke-free & vape-free work policy
Special needs of pupils (health and safety issues)	√	SEN policy
Stage and drama activities	√	Risk assessment file
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery	√	Uniform policy
Work experience	√	Induction files

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](#).