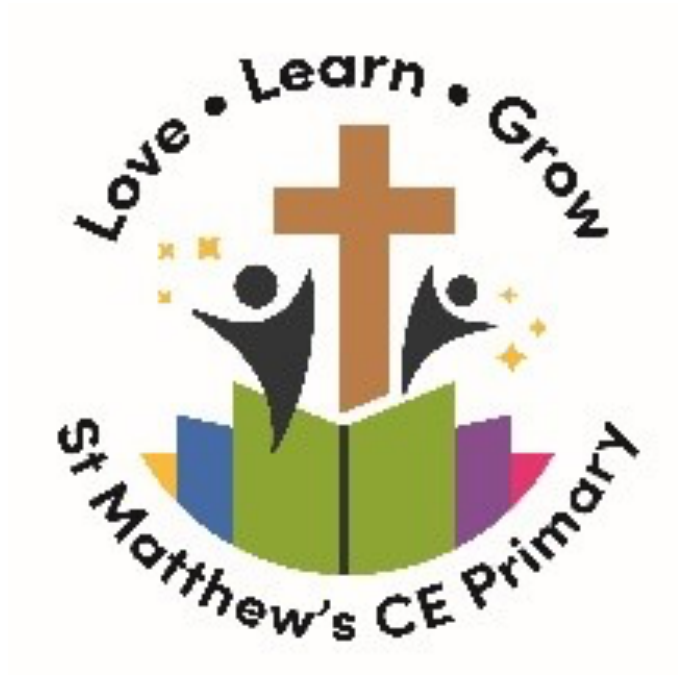




# Love, Learn, Grow

*Seeking to flourish in the fullest way possible. (John 10:10)*

## HEALTH AND SAFETY POLICY

|                                  |                      |
|----------------------------------|----------------------|
| Status                           | Statutory            |
| Responsible Governors' Committee | Full Governing Board |
| Responsible Person               | John Shawcross       |
| Ratified Date                    | June 2026            |
| Review Date                      | June 2027            |

## Version Control

| Current version | Previous version | Summary of changes made                                                                                                                                                                                                                                                                             |
|-----------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 2026      | March 2025       | Removal of reference to H Clemmett and update Governor details                                                                                                                                                                                                                                      |
| March 2025      | April 2024       | Replacement of K Fletcher as Site Manager with R Hogg.                                                                                                                                                                                                                                              |
| April 2024      | January 2024     | Addition of John Shawcross as Headteacher and change Hazel Clemmett to Deputy Headteacher                                                                                                                                                                                                           |
| January 2024    | October 2023     | Removal of reference to G Ryding and added H Clemmett as Acting Headteacher                                                                                                                                                                                                                         |
| October 2023    | March 2022       | Updated roles and responsibilities.                                                                                                                                                                                                                                                                 |
| March 2022      | March 2021       | Updated links to policy and risk assessment access, review period for risk assessments to 3 years, reporting lines and training updated.                                                                                                                                                            |
| March 2021      | December 2019    | Addition of K Gallagher and Y2K Kidz Klub for locking & unlocking. Deletion of J Wiseman as person responsible for emergency call outs<br>Addition of person specifically responsible for Health & Safety Management relating to the Coronavirus pandemic<br>Update of Paediatric First Aid numbers |
| December 2019   | Sept 2018        | Removal of reference to L Barton<br>Addition of Michael Knowles as Health and Safety Governor<br>Update of location of policies and risk assessments<br>Addition of necessity to report and then log hazards in the maintenance log<br>Training dates updated                                       |
| September 2018  | May 2017         | Reference to referral to LA Health & Safety Unit<br>Reference to Bolton LA keyholding for out of hours contact                                                                                                                                                                                      |
| May 2017        | March 2016       | Removal of reference to casual caretaker, Update of training, E C Harris reference change to Arcadis LLP.<br>Referral made to Bolton Council Safety Unit – no other changes<br>Ratified at Governors Meeting 11 <sup>th</sup> May 2017                                                              |
| March 2016      |                  | addition of L Barton as a Health & Safety Governor, update of training.                                                                                                                                                                                                                             |

## **HEALTH & SAFETY POLICY**

This policy has been prepared in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school.

This policy will be reviewed on an annual basis.

### **1 Policy Statement**

1.1 The purpose of a written statement is to increase the awareness of staff and premises users of the school's policy on health and safety.

1.2 To establish and maintain in so far as is reasonably practicable:

- i. An environment which is safe and without risk to health;
- ii. Safe working procedures among staff and pupils;
- iii. Health and safety arrangements for the handling, storage and transport of articles and substances;
- iv. Safe plant and equipment
- v. Safe means of access to and egress from the school

1.3 To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.

1.4 To teach safety where appropriate as part of the curriculum.

1.5 To formulate effective procedures for use in the case of an accident.

1.6 To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and pupils.

1.7 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

1.8 To lay down effective procedures to be followed in the case of communicable illnesses and similar.

1.9 To ensure the safety of pupils and staff through rigorous Safeguarding Procedures, including Child Protection and Safer Recruitment.

|                   |      |
|-------------------|------|
| Signed (Head)     | Date |
| Signed (Governor) | Date |

## 2 Arrangements

| <b>2.1 Roles &amp; Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                           |
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| The Senior member of staff in the school with responsibility for Health and Safety matters is:                                                                                                                                                                                                                                                                                                                                                    | <b>John Shawcross (Headteacher)</b>                                                                                                                                       |
| The Governor appointed for health and safety is:                                                                                                                                                                                                                                                                                                                                                                                                  | <b>John Green</b>                                                                                                                                                         |
| Consultation with staff, regarding health and safety is provided via:                                                                                                                                                                                                                                                                                                                                                                             | <b>Staff meetings and<br/>'allstaff : policies for staff to read</b>                                                                                                      |
| The person responsible for Health & safety arrangements relating to the coronavirus pandemic                                                                                                                                                                                                                                                                                                                                                      | <b>John Shawcross (Headteacher)</b>                                                                                                                                       |
| <b>Members of the health &amp; safety committee are:</b><br>J Shawcross (Headteacher) S Wyatt (Assistant Headteacher), T Haslam (Business Manager), R Hogg (Caretaker), J Green (Appointed Governor)                                                                                                                                                                                                                                              |                                                                                                                                                                           |
| <b>2.2 Risk assessment</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                           |
| The person responsible for ensuring risk assessments are carried out is:                                                                                                                                                                                                                                                                                                                                                                          | <b>J Shawcross (Headteacher)</b>                                                                                                                                          |
| Copies of risk assessments are located :                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Electronically at<br/>F:\GENERAL OFFICE\Policies, Advice and Guidance\Leadership &amp; Management\Health &amp; Safety\2. Policies, Procedures and Risk Assessments</b> |
| Staff who have undergone training and are competent to carry out risk assessments are:<br><b>R Hogg ( Site Manager)</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                           |
| Any hazards noted within the school environment must be reported to:                                                                                                                                                                                                                                                                                                                                                                              | <b>R Hogg, Tracy Haslam ( or the school office if unavailable) and written in the premises log kept in the staffroom</b>                                                  |
| The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:                                                                                                                                                                                                                                                                                                              | <b>J Shawcross (Headteacher)</b>                                                                                                                                          |
| Risk assessments will be reviewed on a 3 year basis or earlier should the process change by J Shawcross with staff and referral to Bolton LA Health & safety Unit where necessary<br><i>(NB this should be carried out at LEAST every 2 – 3 years)</i>                                                                                                                                                                                            |                                                                                                                                                                           |
| The educational visits co-ordinator is:                                                                                                                                                                                                                                                                                                                                                                                                           | <b>J Shawcross (Headteacher)</b>                                                                                                                                          |
| Educational visits risk assessments and paperwork are located in:                                                                                                                                                                                                                                                                                                                                                                                 | <b>School Office - EVOLVE</b>                                                                                                                                             |
| <b>2.3 Emergency &amp; Fire Arrangements</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                           |
| The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Incident Controller is informed immediately and that where appropriate the emergency services are summoned. The Incident Controller will liaise with the emergency services when they arrive and take advice from them.                                                                                                 |                                                                                                                                                                           |
| The priorities in an emergency situation are as follows: <ul style="list-style-type: none"> <li>• to ensure the safety of all persons, their removal from danger,</li> <li>• their care and the application of first aid and medical treatment where appropriate;</li> <li>• to call the emergency services when appropriate;</li> <li>• to safeguard the premises and equipment, if this is possible without putting persons at risk.</li> </ul> |                                                                                                                                                                           |

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| The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:                                                                                                                                                                                   | J Shawcross (Headteacher)                                                                                           |                               |
| Fire drills will be carried out by:                                                                                                                                                                                                                                                                     | J Shawcross (Headteacher)                                                                                           |                               |
| Fire drills will be held on a <b>termly</b> basis by:                                                                                                                                                                                                                                                   | J Shawcross (Headteacher)                                                                                           |                               |
| Fire alarm points will be tested on a weekly basis by:                                                                                                                                                                                                                                                  | R Hogg                                                                                                              |                               |
| Means of escape will be checked on a weekly basis by:                                                                                                                                                                                                                                                   | R Hogg                                                                                                              |                               |
| Fire fighting equipment will be checked on a weekly basis by:                                                                                                                                                                                                                                           | R Hogg                                                                                                              |                               |
| Emergency lighting will be tested on a monthly basis by:                                                                                                                                                                                                                                                | R Hogg                                                                                                              |                               |
| Records of tests, checks and drills will be held in/by:                                                                                                                                                                                                                                                 | Caretaker's Office -<br>R Hogg<br>School Office                                                                     |                               |
| Fire extinguishers will be serviced on an annual basis by:                                                                                                                                                                                                                                              | Total Property Management<br>appointed contractors                                                                  |                               |
| <b>All staff should undertake fire training every 3 years with annual 'walk throughs'</b>                                                                                                                                                                                                               |                                                                                                                     |                               |
| <b>2.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation</b>                                                                                                                                                                                                   |                                                                                                                     |                               |
| <i>Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (including pupils, visitors etc)</i> |                                                                                                                     |                               |
| Location of accident forms:                                                                                                                                                                                                                                                                             | School Office                                                                                                       |                               |
| Persons responsible for minor accident/incident forms:                                                                                                                                                                                                                                                  | The member of staff who deals with the accident or incident who must report any concerns to T Haslam or K Gallagher |                               |
| Person responsible for accident forms:                                                                                                                                                                                                                                                                  | J Shawcross (Headteacher)                                                                                           |                               |
| Persons responsible for carrying out accident investigations is:                                                                                                                                                                                                                                        | J Shawcross (Headteacher)                                                                                           |                               |
| <i>Accident forms must be completed and returned to Tracy Haslam or John Shawcross. Any reportable accidents should be sent to Compliance Education (Mike Long/Deborah Coxhead)</i>                                                                                                                     |                                                                                                                     |                               |
| The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:                                                                                                                                                                                         | Health & Safety Committee                                                                                           |                               |
| <i>Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</i>                                                             |                                                                                                                     |                               |
| <b>2.5 First Aid - the following have received first aid training</b>                                                                                                                                                                                                                                   |                                                                                                                     |                               |
| Name                                                                                                                                                                                                                                                                                                    | Location/Extension                                                                                                  | Date of expiry of certificate |
| All staff receive basic First Aid on a 3 yearly basis                                                                                                                                                                                                                                                   |                                                                                                                     | January 2028                  |
| The School has 8 paediatric trained staff                                                                                                                                                                                                                                                               |                                                                                                                     | See training schedule.        |
| All staff have received Allergywise Training                                                                                                                                                                                                                                                            | Training undertaken August 2022                                                                                     |                               |
| Administration and Safe Handling of Medicines                                                                                                                                                                                                                                                           | A Fulton July 2025                                                                                                  |                               |

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| <i>The following are appointed persons and have been trained in emergency first aid at work</i>                                                                                                                        |                     |                                                                                                                               |
| Name                                                                                                                                                                                                                   | Location/Extension  | Date of expiry of certificate                                                                                                 |
| Kathleen Gallagher                                                                                                                                                                                                     | Children's Workroom | <b>July 2028</b>                                                                                                              |
| Tracy Haslam                                                                                                                                                                                                           | School Office       | <b>July 2028</b>                                                                                                              |
| Richard Hogg                                                                                                                                                                                                           | Site Manager        | <b>March 2028</b>                                                                                                             |
| The person responsible for ensuring first aid qualifications are maintained is:                                                                                                                                        |                     | <b>J Shawcross (Headteacher)</b>                                                                                              |
| The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:                                                                                                  |                     | <b>Refer to Lone Worker Risk Assessment</b>                                                                                   |
| First aid boxes are kept in the following points in the education establishment / department:<br><b>Staff Room and Medical Room</b>                                                                                    |                     |                                                                                                                               |
| Travelling first aid boxes are located:<br><b>School Office</b>                                                                                                                                                        |                     |                                                                                                                               |
| The location and contents of all first aid boxes will be checked on a:                                                                                                                                                 |                     | <b>Termly Basis</b>                                                                                                           |
| The person(s) responsible for the checks is:<br>- Deficiencies of first aid materials should be reported to                                                                                                            |                     | <b>T Haslam/R Hogg</b>                                                                                                        |
| The address and telephone number of the nearest medical centre/NHS GP is:                                                                                                                                              |                     | <b>Springview Medical centre<br/>Mytham Road<br/>Little Lever<br/>Tel :01204 572939</b>                                       |
| The address and telephone number of the nearest hospital with accident and emergency facilities is:                                                                                                                    |                     | <b>Royal Bolton Hospital<br/>Minerva Rd<br/>Farnworth<br/>Bolton BL4 0JR<br/>Tel :01204 390390<br/>A&amp;E : 01204 390300</b> |
| <i>Occupational health provisions are available from the Occupational Health team, please speak to your Headteacher regarding accessing this service.</i>                                                              |                     |                                                                                                                               |
| <b>2.6 Pupils with medical/ special needs</b> (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)                                                                                     |                     |                                                                                                                               |
| The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:                                                                                                          |                     | <b>J Shawcross (Headteacher)</b>                                                                                              |
| The person responsible for ensuring pupil specific risk assessments are conducted is :                                                                                                                                 |                     | <b>J Shawcross (Headteacher)</b>                                                                                              |
| The person responsible for the supervision and storage of pupils medicines is:                                                                                                                                         |                     | <b>T Haslam</b>                                                                                                               |
| <b>2.7 Maintenance and premises</b>                                                                                                                                                                                    |                     |                                                                                                                               |
| All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, to: |                     | <b>R Hogg whilst on site or T Haslam at other times</b>                                                                       |
| A person encountering any damage or wear and tear of the premises which may constitute a hazard should :                                                                                                               |                     | <b>Reports and then complete Premises Maintenance Log. Remove/isolate area as necessary</b>                                   |
| Defective furniture or equipment should be taken out of use immediately and                                                                                                                                            |                     | <b>Premises Maintenance Log</b>                                                                                               |

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| reported in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                            |
| The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | First<br><b>R Hogg , J Shawcross, Y2K</b>                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Bolton LA Security &amp; Response deal with emergency call-out, out of school hours</b> |
| <b>2.8 Health and safety training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                            |
| The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>J Shawcross (Headteacher)</b>                                                           |
| Induction training should cover: <ul style="list-style-type: none"> <li>• Health and Safety Policies:</li> <li>• Education Visits Policy</li> <li>• Risk Assessment</li> <li>• Fire and other Emergency Arrangements</li> <li>• Accident Reporting Arrangements</li> <li>• First Aid Arrangements</li> <li>• Safe Use of Work Equipment</li> <li>• Procedures for Hazardous Substances</li> <li>• Good Housekeeping</li> <li>• Hazard Reporting and Maintenance Procedures</li> <li>• Special Hazards/Responsibilities associated with their Work Activity</li> <li>• Special Needs of Young Employees (e.g. Work Experience Placements)</li> </ul> |                                                                                            |
| The person responsible for organising health and safety training is:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>J Shawcross (Headteacher)</b>                                                           |
| <b>2.9 Work Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                            |
| <i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                            |
| <b>- Ladders</b><br>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>R Hogg</b>                                                                              |
| Person(s) authorised to use:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>R Hogg<br/>Staff</b>                                                                    |
| <b>- Equipment for pupils with special educational needs</b><br>The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:                                                                                                                                                                                                                                                                                                                                                               | <b>Total Property Management<br/>appointed contractors</b>                                 |
| <b>- Lifts</b><br>The person responsible for ensuring that lifts are inspected and serviced every six months is:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>N/A</b>                                                                                 |
| <b>- Caretaking and cleaning equipment</b> (including powered cleaning equipment, power and hand tools etc)<br>Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>R Hogg</b>                                                                              |
| Person(s) trained and authorised to use are:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>R Hogg</b>                                                                              |
| <b>- Laboratory Apparatus and Equipment</b><br>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>N/A</b>                                                                                 |
| <b>- Design and Technology Equipment</b><br>Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:<br>(glue guns, saws and bench hooks, hammers)                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Class Teacher using equipment</b>                                                       |
| Person(s) authorised to operate and use is/are:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Class Teacher and children<br/>once trained and under<br/>supervision</b>               |

|                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                  |
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| The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:                                                                                                                                                                                                   | <b>Class Teacher</b>                                                                                                                                                                             |
| The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:                                                                                                                                                                                      | <b>N/A</b>                                                                                                                                                                                       |
| The person responsible for taking out of use any equipment which is inadequately guarded is/are:                                                                                                                                                                                                                                              | <b>N/A</b>                                                                                                                                                                                       |
| <b>- Art and Design Equipment</b><br>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:                                                                                                                                                                                       | <b>Class Teacher</b>                                                                                                                                                                             |
| Person(s) authorised to operate and use is/are:                                                                                                                                                                                                                                                                                               | <b>Class Teacher and children once trained and under supervision</b>                                                                                                                             |
| <b>- PE Equipment (indoor and outdoor)</b><br>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:                                                                                                                                                                              | <b>P E Co-ordinator/ R Hogg/ Class teacher</b>                                                                                                                                                   |
| Person(s) responsible for regular (daily) visual inspection is/are:                                                                                                                                                                                                                                                                           | <b>Class Teacher</b>                                                                                                                                                                             |
| Contractor responsible for annual full inspection and report is:                                                                                                                                                                                                                                                                              | <b>Total Property Management appointed contractors</b>                                                                                                                                           |
| <b>2.10 Portable Electrical Appliances</b>                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                  |
| The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:                                                                                                                                                                                                            | <b>T Haslam</b>                                                                                                                                                                                  |
| Person(s) responsible for carrying out formal visual inspection and testing is/are:                                                                                                                                                                                                                                                           | <b>Total Property Management appointed contractors</b>                                                                                                                                           |
| <b>Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so</b>                                                                                                                                                                                                                          |                                                                                                                                                                                                  |
| <b>2.11 Personal Protective Equipment (PPE)</b>                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                  |
| <i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing the Headteacher as soon as they become aware of a need to repair or replace PPE, which they use.</i>                                                                                         |                                                                                                                                                                                                  |
| The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows<br><ul style="list-style-type: none"> <li>- Science</li> <li>- Design Technology</li> <li>- Art and Design</li> <li>- Caretaking and cleaning</li> <li>- Catering</li> <li>- Grounds maintenance</li> </ul> | Science <b>N/A</b><br>Design Technology <b>N/A</b><br>Art and Design <b>N/A</b><br>Caretaking and cleaning <b>R Hogg</b><br>Catering <b>Kitchen Manager</b><br>Grounds maintenance <b>R Hogg</b> |
| <b>2.12 Hazardous substances</b>                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |
| Copies of all the hazardous substances inventories are held centrally in:                                                                                                                                                                                                                                                                     | <b>Caretakers Room and Office</b>                                                                                                                                                                |
| The person responsible for undertaking and updating the COSHH risk assessments is:                                                                                                                                                                                                                                                            | <b>Compliance Education / R Hogg</b>                                                                                                                                                             |
| The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:                                                                                                                                                                      | <b>N/A</b>                                                                                                                                                                                       |
| The Radiation Protection Supervisor is:<br>Contact details                                                                                                                                                                                                                                                                                    | <b>N/A</b>                                                                                                                                                                                       |
| <b>2.13 Asbestos</b>                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                  |
| The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:                                                                                                               | <b>J Shawcross (Headteacher)</b>                                                                                                                                                                 |
| The asbestos management plan is held:                                                                                                                                                                                                                                                                                                         | <b>School Office</b>                                                                                                                                                                             |
| The person responsible for ensuring that the plan is updated, annually and as                                                                                                                                                                                                                                                                 | <b>T Haslam using Total Property</b>                                                                                                                                                             |

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| appropriate following work on the fabric of the building is:                                                                                                                                                                                             | <b>Management appointed contractors</b>                                                   |
| <b>2.14 Legionella</b>                                                                                                                                                                                                                                   |                                                                                           |
| The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:                                                                                                                                                               | <b>J Shawcross (Headteacher)</b>                                                          |
| The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:                                                                                                                                                      | <b>J Shawcross (Headteacher)</b>                                                          |
| <b>2.15 Work Experience</b>                                                                                                                                                                                                                              |                                                                                           |
| The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:                                                                                                         | <b>T Haslam</b>                                                                           |
| <b>2.16 Visitors</b>                                                                                                                                                                                                                                     |                                                                                           |
| On arrival all visitors should report to:<br>where they will be issued with:<br><ul style="list-style-type: none"> <li>an identification badge</li> <li>relevant health and safety information</li> <li>and will sign the visitors book</li> </ul>       | <b>School Office</b>                                                                      |
| <b>2.17 Contractors</b>                                                                                                                                                                                                                                  |                                                                                           |
| The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:                                                         | <b>Total Property Management<br/>Or Arcadis<br/>( Building Consultants)<br/>Or School</b> |
| The person in control of contractors whilst on site is:                                                                                                                                                                                                  | <b>R Hogg or if off-site<br/>T Haslam</b>                                                 |
| <b>2.18 Noise</b>                                                                                                                                                                                                                                        |                                                                                           |
| <b>Any employee</b> concerned about the noise levels at work should report the matter to _____ who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:                                                       | <b>J Shawcross (Headteacher)</b>                                                          |
| <b>2.19 Cleaning Arrangements</b>                                                                                                                                                                                                                        |                                                                                           |
| <b>All members of staff</b> are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to:<br>who will arrange for them to be dealt with. | <b>Site Manager or School Office</b>                                                      |
| <b>2.20 Display Screen Equipment</b>                                                                                                                                                                                                                     |                                                                                           |
| The display screen equipment assessor for the establishment is                                                                                                                                                                                           | <b>Compliance Education</b>                                                               |
| <b>2.21 Miscellaneous</b>                                                                                                                                                                                                                                |                                                                                           |
| The Health and Safety Law Poster is sited:                                                                                                                                                                                                               | <b>Staff Room</b>                                                                         |
| The person responsible for updating it is:                                                                                                                                                                                                               | <b>T Haslam</b>                                                                           |

### Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control.

## 3 Responsibilities

The Governing Body has overall and final responsibility for health and safety

John Shawcross the Headteacher has day-to-day responsibility for ensuring this policy is put into practice.

The Governing Body and Headteacher have access to Bolton Council's Health & Safety Team

- Monitor the effectiveness of the health and safety policy

- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand Headteacher and Governor responsibilities under the Health and Safety at Work Act.
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented; Accidents will be reported to Health & Safety Team at Bolton Council who report to the appropriate Health & Safety Executive.
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs, and arrange suitable provision and renewal.
- Ensure all structural defects in contracted schools are reported to the Authority and the Diocese.
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.
- Review annually the dissemination of safety information concerning school life with the governor having responsibility for health & safety.
- report to the Governors on the health and safety procedures of the school on an annual basis
- Ensure the school fully meets its 'Safeguarding' responsibilities –of which Safer Recruitment is just one part

## **All Employees**

In order that the law can be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- to know and apply the School Policy and special safety measures and arrangements to their own area of work and be directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work.
- To observe advice or instructions given by the Headteacher, Governing Body or Local Authority, including the relevant parts of the above statement.
- To co-operate with other employees in promoting safety measures in school
- To observe standards of dress consistent with safety and hygiene
- To exercise good standards of housekeeping and cleanliness
- To know and apply the emergency procedures in respect of fire and first aid
- To ensure that ANY health and safety hazards are reported immediately to the Headteacher or School Business Manager

- carry out a regular safety inspection of the activities for which they are responsible and to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- to follow all Safeguarding Guidance and policies designed to protect the children and staff in the school.
- Not to behave in any way that would cause risk to either themselves or others and to ensure that any persons under their supervision do not behave in any way that would cause risk to themselves or others.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

### **Class Teachers and Teaching Assistants**

The class teacher is responsible for the safety of pupils whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding safety issues (for example class sizes, condition of equipment etc.) they should discuss the problems with the Head Teacher or Deputy Head Teacher before the lesson. Class Teachers and teaching assistants are expected to :

- liaise with and recommend to the Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- ensure that before the lesson, by carrying out a risk assessment, all protective clothing, etc. and any special safety procedures are available and will be used;
- know the various safety procedures in their teaching areas including the location of any safety equipment and should ensure that all the procedures are followed:
- control and supervise the pupils and ensure that safety rules and protective equipment are followed and used:
- ensure that safety instructions are clear and understood and to check frequently that they are being followed
- to exercise effective supervision of pupils and other adults, and to know the emergency procedures in respect of fire and first aid and to carry them out.

### **Pupils**

Pupils are expected to:

- exercise personal responsibility for the safety of themselves and others;
- wear the correct clothing consistent with safety and/or hygiene (notably pupils must not wear unsuitable footwear or carry knives and other items considered dangerous);
- follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## **Visitors**

Visitors are expected to take due care of themselves, their belongings and any persons under their supervision

On entry to the premises, visitors will be issued with the relevant health and safety guidance ( fire regulations are printed on visitor badges)

## **Other Users of the Building**

The Governing Body is responsible for ensuring that appropriate agreements are drawn up and signed by other users – please refer to the School's Lettings Policy.

## **Contractors**

Contractors should report to the School Office on arrival at the school.

Contractors for cyclical maintenance and reactive maintenance are provided by Total Property Management Ltd (DBE Services). Other programmed works are organised by the school's building consultants Arcadis. Contractors are required to ensure safe working practices under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using the premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Headteacher must take actions as are necessary to prevent persons in his/her care from risk of injury and inform the appropriate body through which the contractor was secured. If the risk is not eliminated the Headteacher will ask the contractor to stop work, make the area safe and leave the premises. The Headteacher will then contact Total Property Management or E C Harris.

## Additional Key Elements of a Health and Safety Policy and their location

Off-site visits including school-led adventure activities - refer EVOLVE and “Enhancing the Curriculum” . <F:\GENERAL OFFICE\Health & Safety incl Safeguarding\health and safety\Policies and Procedures\Curriculum Procedures\Trips>

First-Aid and Supporting Pupils at School with Medical Conditions <F:\GENERAL OFFICE\Health & Safety incl Safeguarding\health and safety\Policies and Procedures\Medical & Health\Medical>

Management of asbestos ([Asbestos Management report stored in School Office](#))

Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, gas appliances, lifting equipment and glazing safety. ([School Office](#))

Regular Maintenance contracts and reports ([School Office](#))

Regular check records ([Caretaker's Room](#))

Fire safety, including testing of alarms ( [Log Book : Caretaker's Room](#) ) and evacuation procedures ( [H & S Policies : Fire- Headteacher's Office](#) )

Dealing with health and safety emergencies - procedures and contacts <F:\OFFICE\health and safety 1\health and safety\specific Policies & procedures\Critical Incident Plan March 2012.doc>. File in School Office

- This list is by no means exhaustive. All policies and Risk Assessments can be found in the following file path <F:\OFFICE\health and safety 1\health and safety>