



*"Rooted in Love"*  
*Ephesians 3:17*

# *Health & Safety Policy*

## *St Luke's C of E Primary School*

|                            |                |                        |
|----------------------------|----------------|------------------------|
| <b>Approved by:</b>        | Head of School | <b>Date:</b> June 2020 |
| <b>Last reviewed on:</b>   | November 2025  |                        |
| <b>Next review due by:</b> | September 2026 |                        |

*"Excellence through belief, inclusion and resilience."*

This policy is created using the Bury Council Model Policy and made specific to St. Luke's.

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## **PART 1**

### **ST LUKE'S CE PRIMARY SCHOOL** **HEALTH AND SAFETY POLICY STATEMENT**

The Governing Body (IEB) of our school are committed to safeguarding the health, safety and wellbeing of our staff, pupils and visitors. This Policy reflects our dedication to creating and maintaining a safe learning environment.

Our commitment is to:

- Develop and embed a health and safety culture that recognises the importance and value of effective management.
- Comply with all relevant statutory requirements.
- Provide a safe working and learning environment by effectively managing all significant risks to prevent accidents and work-related ill health.
- Consult with staff at all levels on health and safety management and encourage active participation.
- Set objectives to continuously improve our health and safety performance.
- Ensure adequate resources are available to support health and safety management.
- Provide appropriate safety and health information and training, ensuring staff are only allocated tasks commensurate with their skills.
- Monitor and review our policies to ensure effectiveness.

We all have a personal responsibility to act in a safe manner at all times and to ensure that others do likewise.

Signed by: \_\_\_\_\_  
Mr I Dryburgh  
Chair of IEB

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_  
Miss S Dean  
Head of School

Date: \_\_\_\_\_

## LEGAL FRAMEWORK

### Relevant Health and Safety legislation

|                                                                                         |                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health & Safety at Work etc. Act 1974                                                   | Sets out the general duties employers have towards employees                                                                                                          |
| The Management of Health & Safety at Work Regulations 1999                              | Duty to assess the risks to the health & safety of employees and to make arrangements to implement suitable controls.<br>Provide appropriate information and training |
| The Workplace (Health, Safety and Welfare) Regulations 1992                             | Duty to provide suitable arrangements to ensure the workplace is safe and maintained                                                                                  |
| The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 | Sets out criteria for reporting certain accidents/incidents to the Health and Safety Executive, includes timeframes on reporting and keeping records                  |
| The Construction (Design and Management) Regulations 2015                               | Sets out duties to procure and manage contractors and their activities                                                                                                |
| The Control of Substances Hazardous to Health Regulations 2002 (COSHH)                  | Duty to manage and control substances that may be hazardous to health                                                                                                 |
| The Regulatory Reform (Fire Safety) Order 2005                                          | Duty to undertake a Fire Risk assessment and implement fire precautions                                                                                               |
| The Health and Safety (Display Screen Regulations) 1992                                 | Duty to identify users, assess risks and provide eyesight tests as required                                                                                           |
| The Work at Height Regulations 2005                                                     | Duty to assess and manage risks from working at height, including provision of suitable work equipment                                                                |
| The Manual Handling Regulations 1992                                                    | Sets out duties to identify, risk assess and manage manual handling activities                                                                                        |
| The Health and Safety (First-Aid) Regulations 1981                                      | Duty to undertake a first aid needs assessment and implement suitable arrangements, including training for staff with specific responsibilities                       |
| The Control of Asbestos Regulations 2012                                                | Duty to protect employees from asbestos related diseases                                                                                                              |
| The Electricity at Work Regulations 1989                                                | Applies to all aspects of the use of electricity within the workplace. Duty to prevent danger                                                                         |
| The Gas Safety (Installation and Use) Regulations 1998                                  | Duty to ensure those who install, service, maintain or repair gas appliances / gas fittings are competent                                                             |
| The Personal Protective Equipment at work Regulations 1992                              | Duty to risk assess and provide PPE/C as required                                                                                                                     |
| The Ionising Radiation Regulations 2017                                                 | Duty to adhere to IRR17 which requires employers to keep exposure to ionising radiations as low as reasonably practicable                                             |

## Other relevant Guidance:

- DfE (2018) Health and Safety: responsibilities and duties for schools
- The Education (School Premises) Regulations 1999
- National Guidance from Public Health England – for infection and control
- HSE (2014) Sensible health and safety management in schools

## Other School Policies:

### DFE Statutory policies for schools – health & safety

| <b>Policy</b>                                                                                                                                                                                                                                   | <b>Review period</b> | <b>Approval level</b>                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------|
| Health & Safety                                                                                                                                                                                                                                 | Annually             | Employer                                                           |
| First Aid                                                                                                                                                                                                                                       | Recommended Annually | Employer                                                           |
| Children with health needs who cannot attend school                                                                                                                                                                                             | Recommended Annually | Governing Body (IEB)                                               |
| Supporting pupils with medical conditions                                                                                                                                                                                                       | Recommended Annually | Governing Body (IEB)                                               |
| Premises Management documents: <ul style="list-style-type: none"><li>• Estate Management</li><li>• Fire Risk Assessment</li><li>• Asbestos Management</li><li>• Standards for School Premises</li><li>• Emergency and Risk Management</li></ul> | Recommended Annually | Governing body (IEB), individual governor or acting Head of School |

## **PART 2**

### **ORGANISATION & RESPONSIBILITIES**

The Governing Body (IEB), as the employer, are ultimately responsible for health and safety in school and fulfil a strategic role. Day to day operational management is delegated to the Head of School and staff members.

#### **The Governing Body (IEB)**

The Governing Body are responsible for ensuring health and safety management arrangements are in place and effective. Further duties include:

- creating and monitoring a management structure responsible for health and safety in school
- understanding the requirements of appropriate legislation and best practice
- taking reasonable steps to ensure staff, pupils and visitors are not exposed to risks to their health & safety, including activities off the school premises, which could result in accidents, injuries or ill health.
- determining and approving the health and safety policy and for ensuring that resources are directed to implementing the policy; annually assessing the effectiveness of the policy, ensuring actions identified are completed
- receiving information from the Head of School or other nominated staff member; to assess and prioritise resources for health and safety issues
- appointing Ian Dryburgh as the Health and Safety Governor to receive relevant information, monitor the implementation of suitable arrangements and to feedback health and safety concerns and identified actions to the Governing Body.

## **The Head of School**

The Head of School is responsible for day to day management of health and safety. This includes:

- setting the direction for effective health and safety management
- implementing the Health and Safety Policy and communicating appropriate information to all relevant people
- implementing safe working practices and conditions for all staff and pupils are implemented
- proactively monitoring arrangements to ensure they are effective e.g. by conducting and reviewing premises inspections and risk assessments
- reporting to the Governing body on health and safety performance and any concerns which may need to be addressed by allocation of funds
- ensuring staff are competent to carry out their roles and are provided with information, instruction and training.
- ensuring consultation arrangements are in place for staff and any trade union representative
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- designating the role of overseeing health and safety tasks to relevant staff e.g. School Business Manager and Caretaker

In the Head of School's absence School Business Manager assumes the above day to day health and safety responsibilities

Our **Designated Health and Safety Lead Officer** is Jamie Dickerson (SBM) and they are responsible for:

- assisting with the creation and implementation of this Policy
- co-ordinating the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation
- 
- acting as the designated contact for staff to bring any health and safety concerns; supporting staff to address concerns
- monitoring, through inspection of all areas on a regular basis, to identify potentially unsafe situations or working practices. Inform the Head of School of any problems/deficiencies and ensure that the appropriate action has been taken
- ensuring safety measures are being maintained and safe working practices are being followed by staff and pupils. Provide advice on improvements to practices and procedures as appropriate
- administering the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences
- ensuring that effective arrangements are in place and staff and pupils are aware of all procedures, including those that deal with emergency situations, security, first aid etc.
- ensuring all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use
- ensuring new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy (this document) and the opportunity to read it
- ensuring the provision of risk assessments, informing of hazards and ensuring they have the necessary information instruction and training to carry out their duties without risk to health or safety.
- arranging for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures
- ensuring temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health
- ensuring health surveillance for staff is provided when appropriate.

**Other staff holding posts of specific responsibility must:**

- apply the school's health and safety policy to own department or area of work
- be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- ensure staff under their control are aware of and follow relevant published health and safety guidance (e.g. from CLEAPSS, AfPE etc)
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health and safety issues referred to them, informing the Head of School of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their areas of responsibility are promptly reported and investigated.

In particular the Caretaker has responsibility to:

- Assist the Head of School in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the buildings.
- Assist with the monitoring of Contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.
- Ensure cleaning staff are aware of safe working practices.

## All Employees

The Health and Safety at Work Act (1974) requires every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees have responsibility to:

- Comply with the school's health and safety policy and procedures at all times
- co-operate with school management on all matters relating to health and safety
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- report accidents and incidents as per the school's reporting procedure
- Carry out their work in accordance with training and instructions
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety
- Ensure that they only use equipment or machinery that they are competent/trained to use
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons

### All employees are empowered to:

- take the final decision as to whether or not the working environment presented to them is safe. This means that each member of staff **always** takes the final decision as to whether they need additional back-up or need to make some other special arrangement to undertake their work safely.
- **stop their work** – If at any time any member of staff feels that the working environment presented to them is unsafe, they must not start the task in question or, where the activity has already commenced, stop it immediately. They should then contact the Head of School without delay or implement any local arrangements for dealing with such a situation.

### Responsibilities to those who are not school employees

Whilst the Health and Safety at Work Act mainly places duties on the employer in respect of employees, there is also an obligation to consider other persons who use our premises, such as pupils, visitors and contractors to ensure that such persons are not exposed to risks to their health and safety.

## **PART 3**

### **ARRANGEMENTS / PROCEDURES**

#### **ACCIDENT REPORTING**

Employee Accidents and other users of the school e.g. visitors, contractors

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form can be found in the school office.

#### Pupil Accidents

A local accident book kept at every First Aid station is used to record all minor incidents to pupils.

All major incidents will be reported to the Head of School and the parents/carers will be notified immediately

#### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the HSE on **0345 300 9923** (Monday to Friday 8.30am – 5pm)

Information relating to reportable injuries, diseases or dangerous occurrences can be found <http://www.hse.gov.uk/pubns/edis1.pdf>

Incidents (as specified below), must be reported to the HSE via their online reporting system [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) as soon as possible and in any event within 15 days of the incident.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as a result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation.
- Employee absence or inability to carry out their normal duties as a result of a work-related accident for 7 days or more (including weekends and holidays).

Jamie Dickerson (Business Manager) will report to the HSE as soon as is reasonably practicable. They will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR legislation. This information will be kept for a minimum of 3 years .

## **Accident Investigation**

All accidents, however small, will be investigated by Jamie Dickerson (Business Manager) and the outcomes recorded.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment reviewed and amended to avoid recurrence of the accident.

Jamie Dickerson (Business Manager) will undertake monthly evaluations of all reported incidents. They will identify trends in order to take corrective action and minimise the recurrence of any incident/illness. A report will be made to the Governing body as necessary.

## **ASBESTOS MANAGEMENT**

An asbestos management survey was undertaken in October 2024 by David Winterbottom, Asbestos Surveyor, Premises Manchester, Bury Council which is a UKAS Accredited service provider.

The school's asbestos register, management plan and other data is held in the Caretaker's office. Records are effectively maintained and retained (legal requirement to keep for a period of 40 years)

The Head of School will ensure that all school staff (and any other staff not employed directly by school e.g. catering / cleaning) are made aware of the location asbestos containing materials within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment e.g. affixing anything to walls without first obtaining approval. (permission only given after checking the register / obtaining professional advice)

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc), either by contractors or school staff, Jamie Dickerson (Business Manager) must check the asbestos log and establish whether permission to work can be given.

Jamie Dickerson (Business Manager) will ensure:

- the Asbestos register is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment, is entered in the permission to work log and signed by those undertaking the work (refer to contractor management documents)
- a visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum)
- the limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- the school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc) are notified to the LA and Diocese of Manchester.

In the event of any damage occurring to materials known or suspected to contain asbestos, this will be reported to the Head of School and the Caretaker and the area immediately evacuated and closed/locked off.

The Head of School will inform the Governing body and professional advice will be sought and details of the incident reported to the LA/Diocese

<http://www.hse.gov.uk/asbestos/regulations.htm>

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

## **BOMB THREAT**

All staff fully understand and effectively implement the school's Bomb Threat procedures.

In the event of an emergency, the procedures outlined in the Bomb Threat, Invacuation, Lockdown and Evacuation will be followed.

Staff are trained in handling bomb threats and have access to instructions of the procedure to follow.

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

## **CONTRACTORS**

When undertaking construction work, the school will do so in accordance with The Construction (Design and Management) Regulations (CDM). This includes demolition, repair, maintenance or refurbishments works.

The Head of School will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Caretaker will liaise with the principal contractor to identify if the project is notifiable to the HSE (*exceeds 30 days or involves more than 500 person days of work*)

Where the school undertakes projects direct, the Governing Body is considered the 'client' and have statutory obligations. These projects are managed by the relevant Property consultant on the school's behalf, who will ensure all statutory approvals are sought.

To ensure contractor competency, the school uses a Procurement framework. Contractors will be required to provide a Construction phase plan, risk assessments and method statements detailing the safe systems of work to be used, prior to works commencing.

Risk assessments and method statements shall be specific to the site and all aspects of the work to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Following completion of the project, the health and safety file is handed over to/ kept up to date by Jamie Dickerson (Business Manager) and is made available to anyone who needs to alter or maintain the building.

All contractors must follow the school's site rules, a copy of which will be provided before commencement of works. Our Caretaker is responsible for monitoring areas where the contractor's work may affect staff and pupils and checking whether expected controls are in place and working effectively.

<http://www.hse.gov.uk/pUbns/priced/hsg159.pdf>

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Our school will attempt to avoid, or choose the least harmful of substances which fall under the `Control of Substances Hazardous to Health Regulations (COSHH)

Other staff responsible for substances hazardous to health are our Caretaker. They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- school will only purchase appropriate quantities of hazardous substances from a reputable source, making sure that the relevant Material Safety Data Sheet (MSDS) is provided by the retailer on delivery (to avoid storing larger quantities than necessary)
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the substance
- all chemicals are appropriately and securely stored out of reach of children. Storage life will be considered by Jamie Dickerson (Business Manager)
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- dust and fumes will be safely controlled by local exhaust ventilation equipment
- where a substance has an exposure limit, control measures will ensure that exposure is below the limit
- a termly audit of hazardous materials will be undertaken by {enter name e.g. Caretaker} to ensure they remain safe to store. Unwanted or surplus chemicals and materials will be disposed of in accordance with specific disposal procedures
- suitable personal protective equipment (PPE) has been identified and if required it is available free of charge for use
- no member of staff or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum

Where persons may be affected by their use on site Jamie Dickerson (Business Manager) is responsible for ensuring COSHH assessments are available from contractors

Emergency procedures, including procedures to deal with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

<http://www.hse.gov.uk/coshh/>

[www.cleapps.org.uk](http://www.cleapps.org.uk)

## **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers as a significant part of their normal work e.g. admin/office staff, shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request and at regular intervals thereafter, by a qualified optician and corrective glasses provided if required specifically for DSE use)

<http://www.hse.gov.uk/msd/dse/>

## **EXTENDED SCHOOL AND COMMUNITY USE / EVENTS**

School need to consider the impact extended services will have on health and safety. Safety at work is a shared responsibility and it is essential all partners involved in extended services activities communicate to ensure health & safety is managed.

School lettings are managed by Jamie Dickerson (Business Manager) who takes responsibility for the health and safety of the space when arranging a letting. They ensure those hiring the facilities have the relevant insurance and have completed relevant risk assessments. Reporting any concerns back to school to ensure that hirers/users do not put school staff, pupils or premises at risk.

## **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Head of School is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance in the HM Government Educational Premises Fire Risk Assessment Guide.

The Fire risk assessment is located school office and will be reviewed on an annual basis.

### **Emergency procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and emailed direct to all staff, a summary is posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. Evacuation procedures are also made available to all visitors / contractors.

Emergency exits, fire alarm call points, assembly points etc., are clearly identified by signs and notices. Emergency evacuations are practised at least once per term and results are recorded in the Health & Safety / Fire Procedures file by Jamie Dickerson (Business Manager)

Details of service isolation points (i.e. gas, water, electricity)

Gas, Water and Electricity are all located in the Boiler House, front playground.

An inventory of chemicals and flammable substances is kept .

In the Caretaker's Office as appropriate for consultation

School has Personal Emergency Evacuation Plans (PEEPS) in place for people with restricted mobility or other impairments.

Fire-fighting – staff must ensure the alarm is raised **before** attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires if it is **safe to do so without putting themselves at risk**, using portable fire-fighting equipment.

Staff are made aware of the types and location of portable fire fighting equipment and receive basic instruction in its correct use.

### **Inspection / Maintenance of emergency equipment**

Jamie Dickerson & the Caretaker are responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Caretaker's office.

#### **Fire alarm system**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday morning at 9-45am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer JB-Eye Fire and Security.

A fire alarm maintenance contract is in place with JB-Eye Fire Security and the system tested 6 months by them.

### **Fire fighting equipment**

Weekly in-house checks that all fire fighting equipment remains available for use and operational, conducted by the Caretaker. Extinguishers and Blankets are checked annually by an approved contractor.

### **Emergency lighting systems**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by the Caretaker. This is checked annually by an approved supplier.

### **Means of escape**

Daily checks for any obstructions on exit routes and to ensure all final exit doors are operational and available for use. Conducted by the Caretaker.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

## **FIRST AID**

The school has assessed the need for first aid provision and identified the staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

First aid qualifications remain valid for 3 years. Jamie Dickerson (School Business Manager) will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. A list of first aid trained staff are kept in the school office, staffroom, classrooms, corridors, toilets, kitchen, dining hall and sports hall.

Jamie Dickerson (School Business Manager) is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits for school trips) are complete and replenished as necessary.

### **Transport to hospital:**

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

School Nurse – 0161 762 3291 (Option 5)  
Fairfield General Hospital, Rochdale Old Road, Bury, BL9 7TD  
0161 624 0420

<http://www.hse.gov.uk/firstaid/>

<https://www.gov.uk/government/publications/first-aid-in-schools>

## **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#) and following the schools Managing Medication Policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's consent except in exceptional circumstances.

The Administration team are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration is kept by the school Administration team.

All non-emergency medication kept in school is securely stored in a lockable cupboard in each classroom, refrigerated medication is kept in clearly labelled container within the fridge in the staffroom, access is strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in a lockable cupboard in each classroom, and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

## **Individual Health Care Plans (IHCP)**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Jane Slater (Parent Support Advisor)

All staff are made aware of any relevant health care needs and copies of health care plans are available upon request to Jane Slater (Parent Support Advisor)

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **Infection control**

We follow national guidance published by Public Health England when responding to infection control issues.

We encourage staff and pupils to follow good hygiene practice, including, handwashing, use of personal protective clothing, cleaning the environment, cleaning of blood and bodily fluid spillages, clinical waste, animals (handling).

The school follows recommended exclusion periods as per the Health Protection Agency poster

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

## **LEGIONELLA**

Water systems are monitored to ensure that the supply doesn't become contaminated. Regular maintenance and inspection of the water systems are undertaken to ensure the threat of disease, such as Legionnaire's disease is managed.

A water risk assessment has been completed in July 2025 by Integrated Water Services, the Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school water log book.

The risk assessment is reviewed following any significant changes to the water system or building footprint.

The risks from legionella are mitigated by basic operational controls and the following checks are recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Annual inspection and report

All the above are conducted by Integrated Water Services

<http://www.hse.gov.uk/healthservices/legionella.htm>

## **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by Jamie Dickerson (Business Manager)

Those who hire any aspect of the school site or any facilities, will be made aware of the relevant health and safety arrangements, including first aid provision, fire and emergency, restrictions on use of equipment etc.

## **LONE WORKING / PERSONAL SAFETY**

Staff are encouraged NOT to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Examples of lone working may include:

Late working

Home or site visits

Weekend or out of hours working

Caretaker duties

Site cleaning duties

Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency e.g. access to a telephone / mobile phone. Someone else should be aware that they are working alone.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. The Caretaker and Bury Security are keyholders.

Staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents to the Head of School. The school will work in partnership with the LA and police where inappropriate behaviours/individual conduct compromises the school's aims in providing an environment in which the staff and pupils feel safe.

Guidance on working alone <http://www.hse.gov.uk/pubns/indg73.pdf>

## **MANUAL HANDLING**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition, force, posture or inability to hold/grasp a particular item.

Risk assessments for manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques. Staff members are required to inform their manager if by lifting or handling an item could result in injury or exacerbate an existing condition.

School provide mechanical aids and lifting equipment and training is provided to staff.

<http://www.hse.gov.uk/msd/manualhandling.htm>

## **Paediatric moving and handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment hoists, slings etc., they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings) is subject to inspection on a 6 monthly basis by a competent contractor.

<http://www.hse.gov.uk/services/education/management-moving-handling.htm>

## **MINIBUSES**

We no longer have a minibus.

## **MONITORING AND INSPECTION**

Active and reactive monitoring arrangements are in place and detailed in section 5 of this policy.

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Caretaker.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Head of School. Responsibility for following up items detailed in the safety inspection report will rest with Head of School.

A named governor Pat Jones-Greenhalgh (Governor) will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

The effectiveness of this policy will be monitored continually by the Head of School and governing body.

## **OFF SITE VISITS**

School follow the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits. All are planned following this guidance. <https://oeapng.info/>

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to Jamie Dickerson.

Off site visits, including adventurous activities and all trips overseas are logged onto the online notification and approval system Evolve. Sarah Dean is responsible for approving visits.

## **PREMISES / WORK EQUIPMENT**

All staff are required to report to Jamie Dickerson & the Caretaker any problems found with premises or equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Jenny Heywood and Jamie Dickerson are responsible for updating the equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Caretaker's office.

### **Curriculum Areas**

Key Stage Leaders and Subject Co-ordinator's are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Jamie Dickerson.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Global Policing, last inspected in August 2025. (Every 2 years)

Jamie Dickerson (Business Manager) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by an approved company on a 5 year cycle, last completed in August 2025..

### **External play equipment**

External play equipment will only be used when appropriately supervised.  
This equipment will be checked daily before use for any apparent defects, and the Caretaker will conduct and record a formal termly inspection of the equipment.  
PE and Play equipment is subject to an annual inspection by Sportsafe, completed in July 2025.

<http://www.hse.gov.uk/work-equipment-machinery/power.htm>

<https://www.rospa.com/en/Play-Safety/Advice/Routine-Inspection>

## **RISK ASSESSMENT**

### **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Jamie Dickerson and are approved by the Head of School.

Risk assessments are available for all staff to view and are held centrally on aaschool these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

It is an essential part of monitoring to ensure that the recommended corrective action recorded on the risk assessment has been carried out and is effective. Jamie Dickerson is responsible for co-ordinating monitoring of risk assessment use and effectiveness.

### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Jamie Dickerson, Business Manager. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by SLT using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use lesson plan and syllabus.

Schools have access to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT. [www.cleapss.org.uk](http://www.cleapss.org.uk)

In addition, the following publications are used within the school as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ] ISBN ISBN 978-0-86357-426-9]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/> ]

<http://www.hse.gov.uk/risk/classroom-checklist.htm>

## **SECURITY**

Policy and procedures are in place to reduce security breaches, including theft.

- CCTV systems are used to monitor events and identify incidents taking place.
- Money is banked on a weekly basis to ensure large amounts are not held on site
- Staff, pupils and visitors are responsible for their personal belongings and the school accepts no responsibility for loss or damage
- Theft will be reported to the police and staff members will assist with their investigation
- Staff are to take reasonable measures to ensure the security of school equipment being used
- Missing or believed stolen equipment is reported immediately to a senior member of staff
- Access control measures are in place, school is opened by the Caretaker each morning and locked at night. All external gates and doors remain locked at all times of the day and visitors are only permitted through the main office entrance.

Bradley Fold are responsible for the security of the school site in and out of school hours. They undertake regular visual inspections of the site and for the intruder and fire alarm systems.

## **SLIPS, TRIPS & FALLS**

Risk assessments identify hazards which may result in a slip, trip or fall and control measures are in place to effectively control the risk.

All staff are responsible for good housekeeping to minimise the risk of injury from slips, trips and falls.

HSE guidance is followed <http://www.hse.gov.uk/services/education/slips-in-education.htm>

## **STRESS / WELLBEING**

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing work place stressors through risk assessment in line with the HSE management standards.

Systems are in place for responding to individual concerns and monitoring staff workloads.

Refer to HSE Management standards <https://www.hse.gov.uk/stress/risk-assessment.htm>

<http://www.hse.gov.uk/gohomehealthy/assets/docs/EducationTalkingToolkit.pdf>

A Wellbeing policy is in place and regular meeting take place to discuss the wellbeing of all members of staff.

## **TRAINING and INFORMATION**

School will ensure that staff members are provided with the health and safety training needs and information for their job.

Staff are provided with health and safety training as outlined in our Staff Induction booklet.

Staff who work in high risk environments, such as science labs or with woodwork equipment are given additional health and safety training.

Work experience, supply staff and volunteers are provided with health and safety information relating to their work. The class teacher ensures that no work experience student or volunteer is given a task which is deemed to be hazardous.

Any new work instructions or restrictions will be communicated to all staff during staff meetings and followed up by an email for all staff.

Training records are kept in the Business Managers Office. The Head of School is responsible for co-ordinating health and safety training needs, this includes ensuring that refresher training is undertaken within the prescribed limits.

The Head of School is responsible for assessing the effectiveness of training received. Each member of staff is also responsible for informing their line manager of their own personal training needs and for not undertaking duties unless they are confident that they have the necessary competence.

<http://www.hse.gov.uk/toolbox/managing/providing.htm>

Competency Framework

## **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them.

Access to the school is kept clear for emergency vehicles.

Vehicle access gates are not used for pedestrian access, the main gates must not be opened between 8.30am to 9.15am, 11.45am to 12.30pm and between 3.00pm to 3.30pm.

<http://www.hse.gov.uk/workplacetransport/sitesafe/cs6safe.htm>

## **WORKING AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals' role e.g Caretaker and cleaners.

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

Health and Safety is only managed effectively if local monitoring systems are in place to ensure controls that have been introduced to reduce the likelihood of hazards causes harm (i.e. to reduce 'The Risk') are working effectively.

The table below details how risks are managed on a 'day to day basis' at St. Luke's school. (Outside contracts that are in place to reduce risk are detailed in the previous section of this policy)

| <b>Identified Hazard</b>                                                                                | <b>Controls</b>                                                                                                                                                                             | <b>Period of monitoring/checking / review</b>                                                          | <b>Responsibility</b>                                      | <b>Records kept</b>                                                              |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------|
| Asbestos                                                                                                | Visual check<br>Signage                                                                                                                                                                     | Weekly                                                                                                 | Caretaker                                                  | Caretaker's office                                                               |
| Fire                                                                                                    | Alarm – sounding<br>Fire doors close where appropriate, gaps OK, no damage etc.<br>Little used exits – open OK<br>Extinguishers – visual check<br>Emergency lighting - visual<br><br>Drills | Weekly<br><br>N/A<br>Weekly<br>Weekly<br><br>Termly                                                    | <b>Caretaker</b><br><br><br><br><br><br><br>Head of School | Fire log in Caretakers room<br><br><br><br><br><br><br>Business Manager's office |
| Electricity                                                                                             | Installation check<br>Pat testing<br>General wires etc.                                                                                                                                     | 5-yearly<br><br>Office/classroom/ general areas teaching staff/ office staff /Caretaker regular checks | <b>Business Manager</b><br><br><b>Caretaker</b>            | <b>Office</b>                                                                    |
| Water<br>(see arrangements for tank clean and disinfection, TMV servicing, inlet and outlet temps etc.) | Running little used outlets<br>Outlet temps- Public areas<br>Hot water signage – non-public areas<br>Shower head clean?                                                                     | Weekly<br>Monthly<br>Monthly<br><br>Monthly                                                            | Caretaker<br>IWS<br>IWS<br><br>IWS                         | <b>Caretaker's Office</b>                                                        |

| <b>Identified Hazard</b>                                          | <b>Controls</b>                                                                                                       | <b>Period of monitoring/checking / review</b>                                                      | <b>Responsibility</b> | <b>Records kept</b>       |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
|                                                                   |                                                                                                                       |                                                                                                    |                       |                           |
| Doors & Gates – trapping potential                                | Finger guards checks – all child areas<br>Safety devices on automatic gates                                           | Daily                                                                                              | Caretaker             | <b>Caretaker's Office</b> |
| Uneven or Slippery Surfaces - Slips Trips falls                   | Covered in check sheets                                                                                               | All Staff Daily                                                                                    | All Staff             |                           |
| Cuts – unprotected non-safety glass                               | All glass is safety glass below 1500mm in a door or adjacent to a door, or 800mm in a window or is suitably protected | One off check to ensure safety glass – but if relying on some sort of protection then weekly check | Caretaker             | <b>Caretaker's Office</b> |
| Hot Surfaces                                                      | Child areas – surface heaters and pipes checked                                                                       | Monthly                                                                                            | Caretaker             | <b>Caretaker's Office</b> |
| External Areas<br>Fencing, Flooring, Cleanliness & Play Equipment |                                                                                                                       | Daily                                                                                              | Caretaker             | <b>Caretaker's Office</b> |
| First Aid Boxes                                                   |                                                                                                                       | Monthly                                                                                            | Designated HTLA       | Check sheet in each box   |
|                                                                   |                                                                                                                       |                                                                                                    |                       |                           |

## **Check**

Performance is measured by:

### **Auditing & Review**

- Formal Audits completed by a competent person
- Audits by the School Business Manager and Health and Safety Governor
- Audits by a competent external provider if required

### **Reviewing Accident, Incident and Near Miss Data**

- Accidents and near misses data, including investigation reports and actions taken as a result of incidents and near misses

The Health and Safety Governor will liaise with the school to carry out one Health and safety Audit visit per term.

Autumn Term – A Health and Safety 'walk' will take place, accompanied by the Caretaker and Business Manager, focussing on any areas where work has been completed during the summer holidays.

Spring Term – External paperwork / policies/ SLAs as detailed in the 'Planning' Section of this Policy will be reviewed. A random selection will be checked with the assistance of the Business Manager.

Summer Term – Internal checks and documentation as detailed in the 'Do' section of this Policy will be reviewed. A random selection will be checked with the assistance of the Business Manager.

## **Act**

Risk Assessments are reviewed annually and following any incidents, near misses or changes that could affect their accuracy.

Audit and Inspection reports are used to influence further actions, including training and budget planning.

The Health and Safety Governor reports to the Governing Body (IEB) at each meeting and at least once a year delivers a written Health and Safety report to the Board.