



## Campus Health & Safety Policy

Approved February 2025

Policy to be reviewed by March 2026

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### Introduction

Incorporating the Local Health and Safety Arrangements for:

School Lane Campus: Kingsbury Primary School and Brookfield Park Primary School

- Category of School: Special Primary
- School Number: 08136
- School Address: School Lane, Skelmersdale, WN8 8EH





This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated health and safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Community or Voluntary Controlled School the county council is the employer. The governing bodies are responsible for the use of the premises. The headteachers are responsible for the implementation and management of health, safety and welfare within the school. The county council, the governing bodies and the headteachers should work in partnership to meet these responsibilities.

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain a safe site and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".





## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Helen Smith, Head Teacher (Kingsbury Primary Special School (KPS)) Sarah-Jane Whiteside, Head Teacher (Brookfield Park Primary School (BPS))
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is e.g. school business manager, health and safety co-ordinator etc:	Rebecca Cunliffe, School Business Manager (KPS) Samantha Knight, SBM (BPS)
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits.	Phil Steen, School Lane Campus Site Supervisor Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) SLT members (KPS & BPS) All contracted staff
Health and Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Health and Safety Governors (KPS & BPS) Rebecca Cunliffe, SBM (KPS)
Documented health and safety objectives and any associated action plan(s) can be found:  <b>Note:</b> Any actions arising from those objectives should be documents, e.g. an action plan, and monitored to ensure they are achieved.	Within the School Improvement Plan, minutes of governors or staff meetings.

All employees within the school have a responsibility to:

1. Co-operate with the Headteacher and SLT on all matters relating to health and safety;
2. Not interfere with anything provided to safeguard their health and safety
3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk;
4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement);
5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among





the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

## Health and Safety risks arising from work activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees, and anyone else affected by the school's activities

Risk assessments will be undertaken by:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Class teachers
Risk assessments will be undertaken prior to the introduction of any new work tasks/activities that pose a significant risk to health and safety.	Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Support (KPS) Samantha Knight, SBM (BPS)
The significant findings of risk assessments will be reported to:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Class teachers Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Support (KPS) Samantha Knight, SBM (BPS)
Action required to remove/control risks will be approved by:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside Head Teacher (BPS)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Class Teachers Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Support (KPS) Samantha Knight, SBM (BPS)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Class Teachers Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Support (KPS) Samantha Knight, SBM (BPS)





Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Class Teachers Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Support (KPS) Samantha Knight, SBM (BPS)
Action required to remove/control risks will be approved by:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Class Teachers Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Support (KPS) Samantha Knight, SBM (BPS)

## School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or their nominated representative(s) will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing, and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school





f) comply with appropriate directions given by the county council on health and safety requirements;

g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the school Teachers Pay and Conditions Document

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

## Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available

Employee representative(s) for the school are:	N/A
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, weekly staff briefings. Advice and training are provided by the LCC health & safety support officer who visits up to 4 times per year.

## Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:





- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors;
- attend health and safety committee meetings

## Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased

Responsible person(s) for identifying all equipment/plant needing maintenance	Helen Smith, Head Teacher (KPS)
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Helen Smith, Head Teacher (KPS) Health and Safety Governors
Responsible person(s) for ensuring that all identified maintenance is carried out:	Phil Steen, Site Supervisor Rebecca Cunliffe, SBM (KPS)
Any problems found with equipment should be reported to:	Phil Steen, Site Supervisor Rebecca Cunliffe, SBM (KPS)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Helen Smith, Head Teacher (KPS)

## Information, Instruction, and Supervision

The Health and Safety Law poster is displayed at:	Location(s)
Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each	Staffroom, School Kitchen & school reception office





workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	Acting Headteacher Helen Smith & SBM Rebecca Cunliffe  If necessary, the Headteachers will be supported by the provision of Health and Safety assistance or advice from LCC's Health & Safety Team
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Deputy Head Ruth Watkinson & Assistant Headteacher Kate Lanka Head Teacher Sarah-Jane Whiteside (BFP)
Health and safety in shared premises (where applicable) is managed by: Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS)	Our Headteachers will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.  All documents stored on the Kingsbury's Staff OneDrive.

## Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	Kate Lanka, Assistant Head Teacher (KPS)
Job specific training will be provided by:	The SLT, LCC, or other private providers.
Jobs requiring specific health and safety training are:	Training provided by LCC or other private providers. These will be achieved via eLearning/on the job training.





Training records are kept by:	Kate Lanka, Assistant Head Teacher (KPS) Rebecca Cunliffe, SBM (KPS) Samantha Knight, SBM (BPS)
Training will be identified, arranged, and monitored by:	Kate Lanka, Assistant Head Teacher (KPS)

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be at risk of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	All Kingsbury classrooms, Kingsbury's Food Technology room, the Hall, KS1 & KS2 playground entrance doors, Brookfield Park's EYFS
The first aider(s) and appointed person(s) is/are:	Lists are displayed in all Kingsbury & Brookfield Park classrooms and offices and in the Hall by the First aid box
All accidents and cases of work-related ill health are to be reported to:	Rebecca Cunliffe, SBM (KPS) Samantha Knight, SBM (BPS)
Health surveillance will be arranged by:	Rebecca Cunliffe, SBM (KPS) Kath McNulty, SBM Assistant (KPS)
Health surveillance/records will be kept by/at:	Rebecca Cunliffe, SBM (KPS)





## Performance monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	Rebecca Cunliffe, SBM (KPS) Samantha Knight, SBM (BPS) LCC's Health and Safety Officer
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section 3 Health and safety risks arising from work activities for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	Helen Smith, Head Teacher (KPS) Rebecca Cunliffe, SBM (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Samantha Knight, SBM (BPS)
Responsible person(s) for investigating work-related causes of sickness absence:	Helen Smith, Head Teacher (KPS) Rebecca Cunliffe, SBM (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Samantha Knight, SBM (BPS)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Helen Smith, Head Teacher (KPS) Rebecca Cunliffe, SBM (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Samantha Knight, SBM (BPS)





## Emergency procedures – fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Helen Smith, Head Teacher (KPS) Rebecca Cunliffe, SBM (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) Samantha Knight, SBM (BPS)
Escape routes are checked by/every:	Phil Steen, Site supervisor/Daily
Fire extinguishers are maintained and checked by/every:	Procyon, annually
Alarms are tested by/every:	Phil Steen, Site Supervisor/weekly
The emergency evacuation procedure is tested by/every:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS) /Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, floor, etc. rests with:	Helen Smith, Head Teacher (KPS) Sarah-Jane Whiteside, Head Teacher (BPS)





## Table of Occupational Health and Safety topics/activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety, and Wellbeing intranet site</a>	<b>Applicable (/)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording, and Investigation	/	Health and Safety Guidelines
Asbestos Management Plan	/	School Portal
Bodily Fluids (urine; blood; faces; vomit)	/	Health and Safety Guidelines
Catering	/	Health and Safety Guideline
Cleaning/Caretaking	/	Job Descriptions/induction procedures
Control of contractors	/	PROP
Disability access – H&S implications	/	Disability Awareness Statement
Display Screen Equipment and eye tests	/	Schools Portal
Driving at work	/	Kingsbury's Health and Safety Guidelines & Schools Portal
Electrical safety	/	PROP
Emergency procedures other than fire e.g. flood, services failure	/	Campus School Emergency Plan, Schools portal, unavoidable closures procedures
Extended school and community use	/	Charging and Remissions Policy
Falling objects/safe storage	/	Job descriptions/induction procedures
Fire safety	/	Fire Risk Management Policy/ Fire Risk Assessment, LCC Health and Safety Officer
First Aid	/	Health and Safety Policy, Kingsbury's Health and Safety Guidelines, First Aid Needs Assessments, Schools Portal
Gas safety	/	PROP
Health and Safety Induction	/	School's induction policy
Infection Control	/	Kingsbury's Health and Safety Guidelines
Information Communication	/	Online Safety Policy
Lettings to non-school groups	/	Charging and Remissions Policy





Management and other Health and Safety responsibilities	/	Campus Health and Safety Policy
Manual Handling	/	Posters around school, Kingsbury's Manual Handling Policy
Minibuses	/	Kingsbury's use of minibus guidelines
Mobile Phones – use off	/	Kingsbury Health and Safety guidelines Kingsbury's Staff Handbook
Monitoring of H&S	/	School Policies Monitoring Section within this policy, termly updates at governors meetings for each site
Needles and needle stick injuries	/	Individual care plans
Personal safety including lone working and violence and aggression	/	Lone working policy
Play equipment installations inspections	/	Reports from LCC – Grounds Asset Management Team Weekly Site supervisor inspection reports
Playgrounds and external areas	/	Workplace inspections, daily inspections by site supervisor
Water Features	/	Workplace inspections
Premises Management	/	Head Teacher and PROP
Pupil moving and handling (special needs)	/	Kingsbury Moving and Handling policy follow DfE guidelines
Pregnant employees and nursing mothers	/	School Portal
Reporting of H&S concerns/faults	/	Health and Safety Policy/ Staff Meetings/ Weekly staff briefings
Risk Assessment and hazard identification	/	Health and Safety Policy
Safety Representatives	/	Health and Safety Governors
Security of Premises	/	Site Supervisor Job Description
Slips and trips	/	Health and Safety policy
Stress	/	Emotional Wellbeing and Positive Mental Health Policy, Schools Portal, Work-related stress policy
Swimming	/	Kingsbury's Health and Safety Guidelines
Substances – COSHH	/	COSHH Register/ Risk Assessments
Temporary and Supply Staff	/	Induction policy and procedures, visitors policy
Training	/	CPD Policies
Use of Wheelchairs	/	Governors minutes based on planning risk assessment
Visitor and Volunteers' safety	/	Visitors policy/Kingsbury Health & Safety guidelines





Waste Storage and disposal	/	Agreements with waste disposal firms
Water hygiene (Legionella, lead, etc.)	/	Site supervisor/PROP
Work equipment and machinery	/	Risk assessments, schools portal
Working at height – ladders, access equipment, etc.	/	Posters around school
Workplace inspection	/	LCC's Health and Safety Officer, Governor's minutes for KPS and BPS
Administration of Medication	/	Health and Safety Guidelines
Educational Visits	/	Educational Visit Policy, Evolve
Food Safety and Hygeine	/	Kingsbury Health and Safety Guidelines
Outdoor activities	/	Risk Assessments
PE Equipment	/	Reports from playsound
Pupil handling and restraint	/	Kingsbury's Behaviour Policy
Grounds maintenance	/	Governors minutes reports from nurture
Pupil movement and flow	/	Health and Safety Guidelines
School Transport	/	LCC Transport Policy
Smoking	/	Non-smoking site, smoking policy
Special needs of pupils Health and Safety issues	/	Kingsbury's Health and Safety Guidelines
Stage and drama activities	/	Risk assessments
Supervision of pupils	/	Kingsbury's Health and Safety Guidelines
Technology areas and equipment	/	Risk Assessments
Wearing Jewellery	/	Kingsbury's Code of Conduct
Work Experience	/	Risk Assessments, induction policy

The campus will also take into account the risks, and make health and safety arrangements for, non-routine , out of hours, 'one-off'. seasonal, or sporadic activities for special campus and community events such as campus fetes, etc.

Also, attention will be given to the health and safety responsibilities arising from the use of the campus to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

**\*Note:** Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.

