



# Ryelands Primary and Nursery School

## Health and Safety Policy

September 2025

The Health and Safety Policy is based on best practice advice and guidance from Lancashire County Council.

Policy Approved: September 2022

The implementation of this policy will be monitored by: Mrs Linda Pye (Headteacher) and Sophie Sanders (Deputy Headteacher) in consultation with the Leadership Team and a nominated Governor.

This policy will be reviewed as appropriate by: The Finance Health and Safety Committee of the Governors

Intended Policy Review Date: September 2028

Policy Created:	September 2022		
First Presented to Governors for approval:	Finance, Buildings, Health & Safety Committee September 2022		
Proposed Review Cycle/Next Date:	3 Year		September 2028
Approved by (Headteacher)	Approved by (Governor)		
Date:	Date:		
<b>Policy Review History</b>			
Date: 13.10.25	Date:		Date:
Key Changes: • No Key Changes (date only)	Key Changes: •	Key Changes: •	Key Changes: •
Presented to Governors: Staffing, Finance, Buildings (incl. Health and Safety) 13 <sup>th</sup> October 2025	Presented to Governors:	Presented to Governors:	Presented to Governors:

### **RYELANDS PRIMARY AND NURSERY SCHOOL MISSION STATEMENT**

Ryelands is a welcoming community school where care and nurture, alongside high expectations and challenge, enable the pupils to progress and achieve academically, and empower the wider school community to develop and thrive.

We work with many partners to provide a well-resourced, stable and supportive hub extending into the community, creating positive relationships based on inclusivity, trust and mutual respect, as well as growth.

Ryelands offers an engaging and aspirational curriculum, based on the Primary National Curriculum and the Early Years Statutory Framework. Our curriculum is adapted to the unique place where we live and the skills and values we promote. Our curriculum, alongside exceptional teaching, inspires a love of school and learning.

At Ryelands, pupils are encouraged and challenged by staff to **imagine, believe, achieve**.

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School RYELANDS PRIMARY**
- **Category of School COMMUNITY**
- **School Number 01012**
- **School Address TORRISHOLME ROAD, LANCASTER, LA1 2RJ**

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

As a Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

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

Signed:	Signed:  On behalf of the Governing Body
Headteacher's name: Linda Pye	Chair of Governors name: Andrew Jarman
Date:	Proposed Review date: September 2028

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	Linda Pye – Headteacher/Premises Manager Jules Wilkin – H&S Lead
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:	Jules Wilkin – H&S Lead Bev Jenkins - School Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Linda Pye Jules Wilkin Jon Harrison / Paula Altham– Site Supervisors Linda Pye – Educational visits Coordinator
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:	Jules Wilkin – H&S Lead
Documented health and safety objectives and any associated action plan(s) can be found:  Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	Senior Leadership Team Sharepoint – Health and Safety and Premises Management
All employees within the school have a responsibility to: <ol style="list-style-type: none"> <li>1. Co-operate with the headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,</li> <li>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.</li> </ol>	

## 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:	Most appropriately placed staff members who have training to do so.
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	Linda Pye Jules Wilkin
Action required to remove/control risks will be approved by:	Linda Pye Jules Wilkin
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Linda Pye Jules Wilkin Governors Finance and Building Sub-group
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Linda Pye Jules Wilkin Governors Finance and Building Sub-group
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:	Jules Wilkin Appointed LCC Fire Safety officer for the technical risk assessment.

## **School's Commitment**

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

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

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

## **Consultation with employees**

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

Employee representative(s) for the school are:	
Consultation with employees is provided via:	Staff meetings Email

## **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;
- 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:	Jon Harrison – Site Supervisors
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Richard Wood Linda Pye
Responsible person(s) for ensuring that all identified maintenance is carried out:	Jon Harrison / Paula Altham – Site Supervisors
Any problems found with equipment should be reported to:	Jon Harrison / Paula Altham – Site Supervisors
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Linda Pye

## Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p>	<p><i>Location(s)</i> Entrance to main school, Nursery building entrance and staff room.</p>
<p><u>Note:</u> It is a legal requirement to display the Health &amp; Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health &amp; Safety Law leaflet.</p>	
<p>Health and safety advice is available from:</p>	<p>HEALTH AND SAFETY TEAM COUNTY HALL PRESTON, PR1 0LD.</p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p>Bev Jenkins</p>

## 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. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

<p>Induction training will be provided for all employees by:</p>	<p>Linda Pye Health and Safety induction by Bev Jenkins</p>
<p>Job specific training will be provided by:</p>	<p>Bev Jenkins E-learning modules on Astute</p>
<p>Jobs requiring specific health &amp; safety training are:</p>	<p>List the training and method of provision e.g. Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training COSHH – H&amp;S Team &amp; on the job training Management of Contractors – H&amp;S eLearning &amp; on-the-job training DSE – H&amp;S eLearning Working at Height – H&amp;S eLearning &amp; on-the-job training Manual Handling of people - H&amp;S Team &amp; on-the-job training Fire Safety – H&amp;S e-learning</p>

Training records are kept at/by:	Bev Jenkins – School Business Manager
Training will be identified, arranged and monitored by:	Jules Wilkin Bev Jenkins

## Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents;
- Ensure that there is a recognised system 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;
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	Reception classroom, on the KS1 and KS2 corridors, Nursery building
The first aider(s) and appointed person(s) is/are:	Posters displayed in school
All accidents and cases of work-related ill health are to be reported to:	Linda Pye Jules Wilkin Bev Jenkins – office H & S
Health surveillance will be arranged by:	Linda Pye Jules Wilkin Bev Jenkins – office H & S
Health surveillance/records will be kept by/at:	Jules Wilkin

## 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:	Linda Pye Jules Wilkin A member of the Governing Body Health and Safety Committee
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.	Most appropriately placed staff members who have training to do so
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Linda Pye Jules Wilkin
Responsible person(s) for investigating work-related causes of sickness absences:	Linda Pye
Responsible person(s) for acting on investigation findings to prevent recurrences:	Linda Pye
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Linda Pye

## 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:	Linda Pye Jules Wilkin
Escape routes are checked by/every:	Jon Harrison Weekly
Fire extinguishers are maintained and checked by/every:	Walker Fire Annually
Alarms are tested by/every:	Walker Fire

	Every 6 months
The emergency evacuation procedure is tested by/every:	All staff Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Linda Pye

## Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school).	Applicable (✓)	Details of where information about the school's arrangements can be found
Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>		
Accident Reporting, Recording and Investigation	✓	School Office
Asbestos Management Plan	✓	School Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Health and Safety Folder SLT
Cleaning/caretaking tasks	✓	Site Supervisor's office
Control of contractors	✓	School Office
Control of Substances Hazardous to Health (COSHH)	✓	Site Supervisor's office
Disability access (health & safety implications)	✓	SEND
Display Screen Equipment and Eye Tests	✓	School Office
Driving at Work	x	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	School office
Emergency Procedures other than Fire e.g. flood, services failure	✓	Emergency Preparedness document
Extended school and community use	x	
Fire Safety		Fire Risk Assessment SLT H&S folder
First Aid		First Aid Assessment SLT H&S folder
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	School office PAMS
Health & Safety Induction (checklist available on web site)	✓	H and S folder SLT H&S folder
Lettings to non-school groups	x	
Manual Handling	✓	E-learning record and Golden Rules in handbook
Minibuses	✓	School office
Mobile phones (the use of)	✓	Health and Safety Handbook
Personal safety including lone working and violence and aggression	✓	Guidance on SLT drive

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school).	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>		
Play Equipment installations inspections	✓	Site Supervisors office
Playgrounds and external areas	✓	Site Supervisors office
Ponds and Water features RA	✓	H and S folder SLT H&S folder
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	School office
Pupil moving and handling (special needs)	✓	SEND office
Pregnant employees and nursing mothers	✓	SMT drive
Reporting of health & safety concerns/faults	✓	Maintenance Records / email
Severe Weather including winter gritting	✓	RA
Shared use of buildings	x	
Sharps e.g. broken glass either in school building or external grounds	✓	Site Supervisors office
Stress	✓	H and S folder SLT drive
Swimming pools	x	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	RA H and S folder SLT drive
Visitor and volunteers safety	✓	SLT drive
Waste storage and disposal	✓	Site Supervisors office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	School office
Work equipment and machinery	x	
Working at height – ladders, access equipment etc.	✓	Staff handbook
Workplace Inspection	✓	H and S folder SLT drive

## Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	Policy document on server
*Educational Visits	✓	Policy document on server
Food safety and hygiene	✓	DT Risk assessment
Outdoor activities	✓	RA's undertaken and stored on server
Pupil handling and restraint	✓	Safeguarding office
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Curriculum RA's saved on server
Special needs of pupils health & safety issues	✓	PEEPS - SENCO
Work experience	✓	Office

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

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).