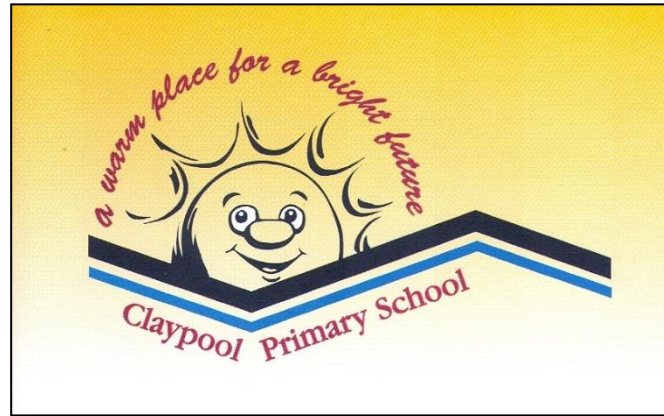




At Claypool everyone is valued, inspired and nurtured on their individual journey of success.

Health and Safety Policy

Policy lead: A. Hulme

Last interim review by the Policy Lead	Autumn 2025
Last full review by the Policies Committee	Summer 2026

Next interim review by the Policy Lead	Autumn 2026
Next full review by the Policies Committee	Summer 2028

General Statement

This policy statement supplements the health and safety policies which have been written by Bolton Council and Children's Services. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Claypool Primary School. The Board of Governors recognises its responsibility to the health, safety and welfare of all staff, pupils and other persons visiting the school premises.

It is the policy of the Board of Governors /Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities.

SCHOOL RESPONSIBILITIES

Headteacher and Governors

The Headteacher is responsible for the day-to-day Health and Safety management of the school and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular, the Headteacher must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Local Authority may give a warning notice to any maintained school in its area where the safety (not the health) of staff or pupils is threatened by, for example, a break down in discipline.

Community Schools

In community schools the ultimate management of health and safety rests with the Local Authority, which is the employer and therefore has overall control of the premises. The Authority is responsible for health and safety in community schools but has delegated those responsibilities to the governors of each school. Governors are therefore expected to comply with the Health and Safety Guidance of the Authority and the school's own health and safety policy.

Headteacher / Governors Roles

- Monitor the effectiveness of the health and safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand Headteacher's and governors' responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of Bolton Council;
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects in contracted schools are reported to the Local Authority;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states - "It shall be the duty of every employee whilst at work -

- (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All employees:

- have a general responsibility for the application of the Local Authority's Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Headteacher, including the relevant parts of this statement, shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, paper cutters); they should also refer to documents produced for these products under the COSHH Regulations;

- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher any of these problem for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety at work;
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority;
- shall propose to the Headteacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

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

Class Teachers and Learning Support Assistants

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

Where Class Teachers or Learning Support Assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc. they should discuss the issues with the Headteacher before the lesson. Class Teachers and Learning Support Assistants should:

- Liaise with and recommend to the Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used;
- they personally should follow safe procedures and working practices;
- know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed;
- control and supervise the pupils and ensure that safety rules and protective equipment are followed and used;
- ensure that safety instructions are clear and understood and check frequently that they are being followed.

Site Managers

Site managers are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site. Their role within the school's safety arrangements should be clearly defined and **all** staff made aware of this role. They should follow the health and safety and methods of working detailed in the Section 3 of the Health and Safety Manual.

First Aiders

All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Pupils

Pupils are expected to:

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

NB: It is essential that all pupils and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act 1974, imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the Headteacher or Office on arrival at the school, they should be required to observe the safety rules of the school, in particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned, and should not be asked to carry out tasks for which they are not 'competent', trained or authorised.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the Headteacher or Office on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them, the Headteacher must take actions as are necessary to prevent persons in his/her care from risk of injury and inform Corporate Resources or where the work has not been procured through Corporate Resources they should speak to their planning officer. For further information please refer to See Section 3 of the manual - Contractors in Schools.

Arrangements

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities	
The senior member of staff in the establishment/department with responsibility for Health and Safety matters is:	A. Hulme
The Governor appointed for health and safety is:	P. Dunn
Consultation with staff, regarding health and safety is provided via:	A. Hulme
Members of the health & safety committee are:	A. Hulme S. Worden D. Ratcliffe P. Dunn
3.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	D. Ratcliffe A. Hulme
Copies of risk assessments are located :	D. Ratcliffe Office
Any hazards noted within the establishment/ departmental environment must be reported to:	D. Ratcliffe
The person responsible for initiating risk assessments of a reported hazard and for ensuring that control measures are implemented is:	All staff
Risk assessments will be reviewed on a 2-3 year basis <i>(NB this should be carried out at LEAST every 2 – 3 years)</i>	By the person who generated the risk assessment
The educational visits co-ordinator is:	B. Matthews
Educational visits risk assessments and paperwork are located:	On the Evolve System
3.3 Emergency & Fire Arrangements	
The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher/ Manager, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. The priorities in an emergency situation are as follows: • to ensure the safety of all persons, their removal from danger, • their care and the application of first aid and medical treatment where appropriate; • to call the emergency services when appropriate; • to safeguard the premises and equipment, if this is possible without putting persons at risk.	
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	D. Ratcliffe
Fire drills will be carried out by:	A. Hulme or her representative D. Ratcliffe
Fire drills will be held on a termly basis by:	A. Hulme or her representative D. Ratcliffe
Fire alarm points will be tested on a weekly basis by:	D. Ratcliffe

Means of escape will be checked on a weekly basis by:	D. Ratcliffe	
Firefighting equipment will be checked on a weekly basis by:	D. Ratcliffe	
Emergency lighting will be tested on a monthly basis by:	D. Ratcliffe	
Records of tests, checks and drills will be held in/by:	D. Ratcliffe	
Fire extinguishers will be serviced on an annual basis by:	Organised by D. Ratcliffe	
All staff undertake fire training on an annual basis		
3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation		
Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (including pupils, visitors etc)		
Location of accident for :	Staff room and with the First aid boxes in F class, Y2, Y3, Y5 and Y6 area.	
Persons responsible for accident forms :	H. Roocroft	
Persons responsible for carrying out accident investigations is:	A. Hulme	
Accident for must be completed and returned to the Health and Safety Team, Office 4, Ashburner Street, Bolton BL1 1TJ		
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	H. Roocroft A. Hulme	
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe system of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.		
3.5 First Aid - the following have received first aid training		
Name	Location/Extension	Date of expiry of certificate
Mrs A. Bell (1 st Aid at Work)	Willow (Year 3)	March 2027
Miss D. Nevins (1 st Aid at Work)	Various	June 2027
Mrs J. Brookes (Paediatric)	Cherry (Foundation)	December 2028
Miss C. Dearing (Paediatric)	Oak (Year 6)	July 2026
Mrs J. Ebrahim (Paediatric)	Hazel (Year 2)	April 2027
Mrs E. Fisher (Paediatric)	Various	November 2028
Miss H. Flanagan (Paediatric)	Silver Birch (Year 5)	March 2027
Mrs V. Griffiths (Paediatric)	Beech (Year 1)	March 2029
Miss. J. Walkden (Paediatric)	Cherry (Foundation)	April 2027
Miss S. Walton (Paediatric)	Rowan (Resource Provision)	July 2026
Miss J. Wiggans (Paediatric)	Rowan (Resource Provision)	December 2028
The person responsible for ensuring first aid qualifications are maintained is:		H. Roocroft A. Hulme
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:		A. Hulme

First aid boxes are kept in the following points in the education establishment / department:	Foundation Class Year 2 Year 3 Year 5/6 area Staffroom
Travelling first aid boxes are located:	Staffroom
The location and contents of all first aid boxes will be checked on:	A termly basis by Miss Nevins and weekly by Y6 pupils.
The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to	H. Roocroft
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Minerva Road, Farnworth 01204 390390
<i>Occupational health support is provided by Health Management Ltd (LA Occupational Health Provider) and Schools HR.</i>	
3.6 Pupils with medical/ special needs (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	H. Roocroft
The person responsible for ensuring pupil specific risk assessments are conducted is:	H. Eckersley
The person responsible for the supervision and storage of pupils medicines is:	H. Roocroft
3.7 Maintenance and premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	D. Ratcliffe
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	D. Ratcliffe
Defective furniture or equipment should be taken out of use immediately and reported to:	D. Ratcliffe
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alar etc is:	First D. Ratcliffe
	Deputy S. Worden
3.8 Health and safety training	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	D. Ratcliffe
Induction training should cover: • Health and Safety Policies: Bolton Council and School. • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping	

• Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements)	
The person responsible for organising health and safety training is	H. Roocroft
3.9 Work Equipment	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	D. Ratcliffe
Person(s) authorised to use:	All staff
- Equipment for pupils with special educational needs The person responsible for ensuring that all hoists, both ceiling Mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
- Lifts The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
- Caretaking and cleaning equipment <i>(including powered cleaning equipment, power and hand tools etc)</i> Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	D. Ratcliffe
Person(s) trained and authorised to use are:	D. Ratcliffe
- Laboratory Apparatus and Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
- Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	S. Worden
Person(s) authorised to operate and use is/are:	All staff
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	All staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	All staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	All staff
- Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	A. Hulme
Person(s) authorised to operate and use is/are:	All staff
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	S. Miller
Person(s) responsible for regular (daily) visual inspection is/are:	All staff

3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	D. Ratcliffe
Person(s) responsible for carrying out formal visual inspection and testing is/are:	D. Ratcliffe
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
3.11 Personal Protective Equipment (PPE)	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.</i> <i>All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows - Science - Design Technology - Art and Design - Caretaking and cleaning - Catering - Grounds maintenance	S. Beck S. Worden S. Worden D. Ratcliffe K. Gordon D. Ratcliffe
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	The School Office
The person responsible for undertaking and updating the COSHH risk assessments is:	D. Ratcliffe
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	N/A
The Radiation Protection Supervisor is: Contact details	N/A
3.13 Asbestos	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	D. Ratcliffe
The asbestos management plan is held:	The School office
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	D. Ratcliffe
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water System ACoP is:	D. Ratcliffe
The responsible person (as defined in the Control of Legionella Bacteria in Water System ACoP) is:	D. Ratcliffe
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	A. Bell

3.16 Visitors	
On arrival all visitors should report to: where they will be issued with: • an identification badge • relevant health and safety information • and will sign the visitors book	H. Roocroft
3.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	D. Ratcliffe
The person in control of contractors whilst on site is:	D. Ratcliffe
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the site manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	D. Ratcliffe
3.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: who will arrange for them to be dealt with.	D. Ratcliffe
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	D. Ratcliffe
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	Staff kitchen / Health and Safety board
The person responsible for updating it is:	D. Ratcliffe

Smoking/Vaping The Board of Governors has prohibited smoking/vaping in the school, in close proximity to and in vehicles under its control.