



# HEALTH AND SAFETY POLICY

## Part 2 – Arrangements



Issue no.	Author/owner	Date written	Approved by governors on	Date of next review
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## Introduction

This document outlines the local arrangements we have in place to manage health and safety. We refer to the advice and guidance provided by Westmorland and Furness Council as well as nationally recognised safety standards. These arrangements support our Health and Safety Policy Statement which is displayed in school and available on request. The school acknowledges the Equalities Act 2010 and works proactively to support all its pupils.

All staff and any other relevant persons will be made aware of the policy statement at induction and following each review. We will also make them aware of any supporting guidance, contacts, systems, relevant risk assessments or training requirements which support these arrangements. All staff will be required to sign a Declaration of Acceptance following communication of the Policy Statement and arrangements.

## Professional health and safety support, advice and assistance

Westmorland and Furness Council's Health and Safety Team provides our specialist Health and Safety Advisory service. They provide written safety guidance, model policies and template forms via the schools' portal and other supporting systems.

<b>Westmorland and Furness Council Health and Safety Team</b>	Email – <a href="mailto:HealthAndSafety.Mailbox.WAF@cumbria.gov.uk">HealthAndSafety.Mailbox.WAF@cumbria.gov.uk</a> Telephone: 01539 713111		
Name	Position	Email	Phone number
Sharon McCubbin	Senior Health, Safety and Wellbeing Manager	<a href="mailto:Sharon.McCubbin@westmorlandandfurness.gov.uk">Sharon.McCubbin@westmorlandandfurness.gov.uk</a>	07825 340570
Katrin Richardson	Health & Safety Business Partner	<a href="mailto:Katrin.Richardson@westmorlandandfurness.gov.uk">Katrin.Richardson@westmorlandandfurness.gov.uk</a>	07876 034722
Alice Gundavda	Health & Safety Business Partner	<a href="mailto:Alice.Gundavda@westmorlandandfurness.gov.uk">Alice.Gundavda@westmorlandandfurness.gov.uk</a>	07785 409532
Kevin Hewitson	Health & Safety Business Partner	<a href="mailto:Kevin.Hewitson@westmorlandandfurness.gov.uk">Kevin.Hewitson@westmorlandandfurness.gov.uk</a>	07788 396193
Matt Ellis	Outdoor Learning and Educational Visits Adviser, Derwent Hill	<a href="mailto:evas@sunderland.gov.uk">evas@sunderland.gov.uk</a>	017687 72005
Howard Cain	Transport Safety Officer	<a href="mailto:Howard.Cain@westmorlandandfurness.gov.uk">Howard.Cain@westmorlandandfurness.gov.uk</a>	07876 003750
<b>Emergency out-of-hours service</b>	The Local Authority Health and Safety Team also operates a 24/7 out-of-hours service for emergency safety advice and support. This can be accessed by dialling 0300 303 1042. You can then leave a message including your contact telephone number, and a Safety Adviser will contact you as soon as possible.		

## Health and safety arrangements

The procedures which follow will be adhered to at all times, but we recognise that amendments or additions might be required in order to support those directly affected by emergencies or public health incidents, for example. Any variations to this policy in relation to emergencies or public health incidents will be produced as the need arises.

## Communication, co-ordination and consultation

The governing body will recognise, co-operate, and consult with properly appointed health and safety representatives to enable them to fulfil their statutory functions and ensure that effective arrangements are in place for consultation and communication with staff within school. Provision will be made for specific staff safety committees where requested.

Health and safety will be a standing item on the agenda for all governors' meetings.

Any additions and alterations to the Health and Safety Policy or arrangements will be consulted on and circulated promptly to staff.

Health and safety will be a standing item on the agenda for all staff meetings. Both union staff representatives and non-union staff representatives will be invited to attend and will report back to their own department or team on issues raised and discussed.

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees. We will also ensure we maintain good communication links with those not in school, e.g. during emergencies, working from home or absent due to illness etc.

## Health and Safety Management Plan

The governing body uses *Every Compliance*, an online Health & Safety compliance system, to record and monitor planned safety-related activities. These include routine maintenance, safety training, document reviews, and actions arising from inspections and audits. The plan details the responsible person for each action, along with its priority rating, associated costs, and planned timescales.

## Training, awareness, competence and training records

We will ensure that staff are competent to perform tasks that might impact on health and safety. Competence can be described as the combination of training, skills, experience, and knowledge that a person has and their ability to apply them to perform a task safely. Training procedures will consider differing levels of responsibility, ability, literacy, and risk.

A formal health and safety training plan is maintained as a working document. This will record all health and safety training that has been carried out. It will include health and safety training, such as IOSH Managing Safely, provided for those with specific health and safety responsibilities, e.g. Headteacher and Health and Safety Co-ordinator. The training plan will highlight any statutory refresher training that may be required.

## Monitoring, review and audit

The governing body with the support of the Headteacher will, at intervals that it determines appropriate, monitor and review the school's health and safety management system to ensure its continuing suitability. Relevant staff and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate.

Actions following a review would include revisions to risk assessments, health and safety policies, and corrective actions assigned with target dates for completion and review.

Westmorland and Furness Council's Health and Safety Team will undertake health and safety audits at regular intervals. These audits will be carried out by a qualified safety advisor. Following this process, we will be supplied with a detailed report containing requirements and recommendations to improve our existing arrangements. Any recommended actions arising from these audits will be addressed by the Headteacher and governing body within the recommended timescales and with the support and guidance of the Health and Safety Team where required.

## Risk management and risk assessments

We create, tailor, and adapt risk assessments following the model school risk assessments provided by Westmorland and Furness Council via the schools' portal to establish safe ways to work and protect staff, pupils, contractors, and visitors who may be affected by our school activities.

For Educational Visits and Outdoor Learning, we tailor model risk assessments supplied on the Council's **EVOLVE** system at: [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk).

For **Science, Food Technology** and **Design Technology** we utilise CLEAPSS model assessments and hazards provided at [www.cleapss.org.uk](http://www.cleapss.org.uk). The relevant head of department or nominated leads will ensure that suitable and sufficient risk assessments are undertaken, in order to comply with relevant legislation and to follow recognised good practice issued by professional and specialist bodies.

Risk assessments will be reviewed regularly, following incidents, or should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

Completed risk assessments will be available at all times for staff to view and will be held as working documents.

## Health and safety inspections of premises and activities

The governors (or Health and Safety Sub-committee) in liaison with the Headteacher and/or Health and Safety Co-ordinator will undertake a health and safety inspection of the school premises on a termly basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Headteacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan. Any health and safety union representative for the school will be invited to attend these inspections.

Other building and maintenance checks will take place in line with the Health & Safety Management Plan

## Fire and emergency procedures

The school will take all reasonable steps to reduce the risk of fire and to protect pupils, staff, visitors, and contractors should a fire occur. We maintain a current fire risk assessment and ensure that fire detection and alarm systems, emergency lighting, and firefighting equipment are installed, tested, and serviced in accordance with legal requirements. Regular fire drills will be carried out each term so that everyone on site knows how to respond safely in the event of an emergency. Staff receive training on fire safety procedures, including evacuation routes and the use of fire equipment. All escape routes will be clearly signed, kept free from obstruction, and checked regularly.

## Control of asbestos

- The school has an up-to-date asbestos survey and asbestos management plan in place.
- The Council remains the overall duty holder for school buildings it owns, but the school is responsible for putting local arrangements into practice.
- We keep a register showing where asbestos is present (or presumed), its condition, and any actions needed to keep it safe. Where possible, asbestos is clearly labelled.
- Nominated staff in school will visually check and record the condition of asbestos-containing materials each term.
- Contractors, staff, and visitors (including the Fire and Rescue Service if required) will be informed of the presence and location of asbestos through access to the Asbestos Register.

## Safety Information Guidance Notes (SIGNs)

To support this policy, we follow the below Safety Information Guidance Notes (SIGNs) available on the schools portal. These provide practical advice on how to comply with the law and manage any safety and health risks linked to specific hazards.

Accidents / Incidents	Health and Safety Governance and Consultation
Adverse weather procedures	Health & Safety induction
Animals in schools (incl. safety on farm visits)	Health & Safety Inspections
Asbestos	Ionising Radiation
Bomb Threats	Lone Working
Closure Advice for schools	Manual Handling
Construction, Design and Management (CDM)	New & Expectant Mothers
Control of Contractors	Pandemic Flu Guidance
COSHH	PE and play equipment
Defect identification and reporting	Personal Protective Equipment (PPE)
Drama in Education	Risk Assessment in Educational Establishments
Display Screen Equipment (DSE)	Road Risk & Driver Safety
Educational visits and off site activities	Swimming Pool Safety
Electrical Safety	Violence and Aggression at work
Environmental Protection	Water Features in Schools
Fire Safety	Water Hygiene / Legionella
First Aid in Schools	Work Equipment (PUWER)
Gas, Oil and Biomass Safety in Schools	Work-related Stress
	Working at Height

## Liability claims

We utilise the assistance of the **Council's Insurance Section** and will notify them on the day a letter of claim or CNF is received. We will not acknowledge receipt of the letter as the Insurance Section will do this on our behalf.

Email [insurance.section@westmorlandandfurness.gov.uk](mailto:insurance.section@westmorlandandfurness.gov.uk)

Where we receive a letter of claim or a claim notification form (CNF) in the event of a personal injury, we will:

- immediately forward the letter of claim or CNF to the Council Insurance Section in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate employee injury claims within 30 business days;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.

## Trees on school site

Where we have trees in our grounds, tree surveys are undertaken at appropriate intervals by the Local Authority and a copy of the tree survey report is held in school. All recommendations are appropriately actioned using a contractor who is a member of the ARB Approved Contractor Scheme (run by the member of the Arboricultural Association).

We contact the council before any SIGNIFICANT work is undertaken on our trees.

## Archiving and document control

Health and safety-related documentation will be retained securely and in line with the minimum retention periods required under health and safety legislation and associated regulations (for example, records relating to accidents, asbestos, COSHH, fire safety, and risk assessments).

In addition, we recognise our duties under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. All records will be managed with due care, particularly where they include personal data or information that may identify pupils.

## Appendix 1 - Persons with specific responsibilities

**This document supports the school's Health and Safety Policy and arrangements dated 1<sup>st</sup> March 2026.**

Although everyone has a responsibility for health and safety in school, the governing body and Headteacher have delegated certain tasks and roles to the following persons:

ROLE	NAME
Health and Safety Co-ordinator	Jane Farraday
Health and safety governor(s)	Jane Newberry
Workplace first aider(s)	All staff
Paediatric first aider(s)	Helen Haslam, Leah Manderson, Lauren Butler, Martine Harwood, Jane Walker
Site security issues, CCTV etc.	Jane Farraday/Michael Metcalf
Defects are to be reported to:	Sian Finlay/Michael Metcalf
Training and development co-ordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Sian Finlay
Asbestos co-ordinator, responsible for visual inspection and the recording of termly condition monitoring	Sian Finlay
Coordinator of risk and/or COSHH assessments	Sian Finlay
Disclosure and Barring Scheme checks	Sian Finlay
Educational Visits Co-ordinator	Georgie Dawson
Fire safety co-ordinator, including organising practice evacuations, testing/checking the fire alarm, testing emergency lighting, checking fire extinguishers and fire doors, visual housekeeping and inspection, and maintaining the fire logbook	Michael Metcalf Sian Finlay (fire drills)
Fire wardens	Georgie Dawson
Holder of accident/incident records, pupil accident book and official site accident book	Jane Farraday/Sian Finlay
Ladder register is maintained by:	Michael Metcalf
Organisation for equipment repairs, maintenance and routine servicing	Sian Finlay
PE and fixed play equipment visual checking	Michael Metcalf
PE and fixed play inspection and maintenance	Playsound Services Ltd
Radiation Protection Supervisor	Sian Finlay

Heads of department/managers with specific responsibilities for health and safety management within their own areas are:

Design Technology and Science – Marcus Dean  
PE and Sport – Katie Heaton

### Location of supporting systems/documents

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where you can access key documents and information in school.

Key documentation	Location
Displayed H&S Policy Statement and arrangements	Staffroom
General school risk assessments	Staffroom folder/school office
Emergency/fire/crisis management plans (copies also to be held off site)	JF/SF/HH offsite
Health and Safety Management Plan	Every Compliance Portal (log in details with the school office)
Asbestos Register and management plan	School office
Water hygiene risk assessment	School office
Defect reporting system/book	Staffroom
Maintenance and servicing records (Buildings File)	School office
Pupils' accident book	School office
Official accident book	School office
A list of pupils with specific medical conditions/needs	Staffroom and dining room

