Westmorland & Furness Council

HEALTH AND SAFETY POLICY

Part 2 – Arrangements

Hawkshead Esthwaite Primary School

Issue no.	Author/owner	Date written	Approved by governors on	Date of next review
	Sarah Kirby			

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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.

The school utilises the Council's Safety Information Guidance Notes (SIGNs) as supporting guidance for specific health and safety topics. Relevant SIGNs should be consulted when developing local procedures, risk assessments and management 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.

Westmorland and Furness Council Health and Safety Team	Email – **HealthAndSafety.Mailbox.WAF@cumbria.gov.uk** Telephone: 01539 713111		
Name	Position	Email	Phone number
Sharon McCubbin	Senior Health, Safety and Wellbeing Manager	**Sharon.McCubbin@westmorlandandfurness.gov.uk**	07825 340570
Katrin Richardson	Health & Safety Business Partner	**Katrin.Richardson@westmorlandandfurness.gov.uk**	07876 034722
Deb Flesher	Health & Safety Advisor	**Deborah.Flesher@westmorlandandfurness.gov.uk**	077765 57532
Howard Cain	Transport Safety Officer	**Howard.Cain@westmorlandandfurness.gov.uk**	07876 003750
Matt Ellis	Outdoor Learning and Educational Visits Adviser, Derwent Hill	**evas@sunderland.gov.uk**	017687 72005
Emergency out-of-hours service	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.		

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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 will develop a written Health and Safety Management Plan which will be used as a working document. This will be used to record and keep track of planned safety-related actions such as routine maintenance, safety-related training, document reviews and actions from inspections and audits. The plan will include the name of person responsible, priority rating, 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

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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.

Educational Visits arrangements must be consistent with the employer's Educational Visits Policy and EVAS requirements.

For **Science**, **Food Technology** and **Design Technology** we utilise CLEAPSS model assessments and hazcards provided at *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.

The school will utilise relevant Safety Information Guidance Notes (SIGNs), model risk assessments and supporting templates provided through the Schools Portal.

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

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Fire and emergency procedures

The school will maintain appropriate arrangements for fire safety and emergency preparedness.

Fire risk assessments, fire precautions, evacuation procedures, emergency planning and associated monitoring arrangements will be maintained in accordance with relevant legislation and the Council's Fire Safety and Crisis Management & Emergencies SIGNs.

Control of asbestos

Where asbestos is present or presumed to be present within school premises, the school will ensure that appropriate arrangements are in place for its safe management.

The school will maintain an asbestos register and asbestos management plan and will ensure that relevant information is made available to staff, contractors and others who may need it.

Asbestos-containing materials will be monitored and managed in accordance with the school's asbestos management arrangements, the Council's Asbestos Safety Information Guidance Note (SIGN) and relevant HSE guidance

Safety Information Guidance Notes (SIGNs)

To support this policy, we follow the below Safety Information Guidance Notes (SIGNs) available both on the staff server and 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 & Safety Inspections
Adverse weather procedures	Health & Safety Management Plan
Animals in schools (incl. safety on farm visits)	Ionising Radiation
Asbestos	Lone Working
Construction, Design and Management (CDM)	Manual Handling
Control of Contractors	New & Expectant Mothers
COSHH	Pandemic Flu Guidance
Crisis Management & Emergencies	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	Traffic Management
Environmental Protection	Violence and Aggression at work
Fire Safety	Water Features in Schools
First Aid in Schools	Water Hygiene / Legionella
Gas, Oil and Biomass Safety in Schools	Work Equipment (PUWER)
Health and Safety Governance and Consultation	Work-related Stress
Health & Safety induction	Working at Height
	Workplace Environment (Health, Safety and Welfare)

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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**

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).

Significant tree work will only be undertaken following appropriate arboricultural advice.

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 …please enter date of policy…..

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	Sarah Kirby
Health and safety governor(s)	Jonathan White
Employee safety representative	Sarah Kirby
Workplace first aider(s)	Evonne Bremner, Sheila Maclennan
Paediatric first aider(s)	Evonne Bremner, Sheila Maclennan
Site security issues, CCTV etc.	Carol Sharp
Defects are to be reported to:	Kate Deakin
Training and development co-ordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Carol Sharp
Asbestos co-ordinator, responsible for visual inspection and the recording of termly condition monitoring	Sarah Kirby
Coordinator of risk and/or COSHH assessments	Sarah Kirby
Disclosure and Barring Scheme checks	Kate Deakin
Educational Visits Co-ordinator	Sarah kirby
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	Sarah Kirby
Fire wardens	Sarah Kirby, Carol Sharp, Kate Deakin, Evonne Bremner, Rachel Yeung, Lucy Waight, Sheila Maclennan
Holder of accident/incident records, pupil accident book and official site accident book	Kate Deakin
Ladder register is maintained by:	Sarah Kirby
Organisation for equipment repairs, maintenance and routine servicing	Kate Deakin
PE and fixed play equipment visual checking	Sarah Kirby
PE and fixed play inspection and maintenance	Sarah Kirby / Kate Deakin

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	Staff Room

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arrangements	
General school risk assessments	Staff Server 'Risk Assessments' also paper copy in Risk Assessments folder located in the office.
Emergency/fire/crisis management plans (copies also to be held off site)	Staff Server 'Risk Assessments' also paper copy in Fire Risk Assessment folder located in the staffroom.
Health and Safety Management Plan	Staff Server 'Risk Assessments' also paper copy in Health and Safety folder located in the staffroom.
Asbestos Register and management plan	Health and Safety folder located in the staffroom
Water hygiene risk assessment	Health and Safety folder located in the staffroom
Defect reporting system/book	Office
Maintenance and servicing records (Buildings File)	Staffroom
Pupils' accident book	Staff room
Official accident book	Staff room
A list of pupils with specific medical conditions/needs	Staff room

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Appendix 2 - Declaration of Acceptance

I acknowledge that I have read and understood the school's Health and Safety Policy and arrangements dated September 2026

Name	Signature	Date

Copy to be retained with Health and Safety Policy

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