BROUGHTON
HIGH SCHOOL
Achieving Together

Health and Safety Policy

Last Updated	September 2026
Approved by the Governing Body	Autumn Term 2026
Date to Review	2027 - 2028

Incorporating the Local Health and Safety Arrangements for:

- **Broughton High School**
- **06/103**
- **Woodplumpton Lane, Broughton, PR3 5JJ**

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: Mr D Botes	Chair of Governors name: Mrs M Morris
Date: September 2025	Proposed Review date: 2027 - 2028

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of headteacher:	*Mr D Botes (Headteacher)*
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:	*Mrs A Follett (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:	*Premises – Mr A Pounds/* *Mr S Johnson, Site Supervisors* *Fire safety – Mrs A Follett* *Emergency plans – Mrs A Follett* *Educational visits – Mrs A Follett* *Technology – Mr G Taylor* *Science – Miss R Taylor* *Art – Ms D Smith* *P.E. – Mr R Marquis* *Drama – Mrs R Fahey*
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 eg. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	*Mrs A Follett (Business Manager)*
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.	*By contacting Mrs A Follett*

All employees within the school have a responsibility to:

1. Co-operate with the headteacher and his/her nominated representatives 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); and,
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

I/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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	*Mrs A Follett (Business Manager)* *Miss E Cross (Pastoral Manager*
The significant findings of risk assessments will be reported to:	*Mrs A Follett (Business Manager)*
Action required to remove/control risks will be approved by:	*Mrs A Follett (Business Manager)*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Mrs A Follett (Business Manager)*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Mrs A Follett (Business Manager)* *Mr A Pounds/Mr S Johnson (Site Supervisors)*
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:	*Mrs A Follett (Business Manager)* *Mr A Pounds/Mr S Johnson (Site Supervisors)* *Miss E Cross (Pastoral Manager)*

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 through elected employee representatives

Employee representative(s) for the school are:	*Mrs A Follett (Business Manager)*
Consultation with employees is provided via:	*Induction training* *Documents are emailed to staff for awareness* *Documents are put up in the Staff Room* *Health and Safety meetings and walkabouts with key staff* *Training is actioned for key members of staff* *Drills are actioned for awareness and compliance*

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; and,
- 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:	*Mrs A Follett (Business Manager) Mr A Pounds/Mr S Johnson (Site Supervisors)*
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Mrs A Follett (Business Manager)*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Mrs A Follett (Business Manager) Mr A Pounds/Mr S Johnson (Site Supervisors*
Any problems found with equipment should be reported to:	*Mrs A Follett (Business Manager) Mr A Pounds/Mr S Johnson (Site Supervisors*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Mrs A Follett (Business Manager) Mr A Pounds/Mr S Johnson (Site Supervisors*

Information, instruction and supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	*Staff Room*
Health and safety advice is available from:	*Mrs A Follett (Business Manager)* *LA – Health & Safety Quality Team* *01772 538877*
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	*Mrs A Follett* *Mrs M Scott* *Mr A Brandwood* *Mr S Lynn (Careers/ WEX)* *Miss E Cross*

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:	*Their subject department, with the Head of Department responsible.* *Overview of provision Mrs A Follett*
Job specific training will be provided by:	*Head of appropriate subject department.*
Jobs requiring specific health and safety training are:	*This will be specific to subject departments and will be determined by the Head of Department.*
Training records are kept by:	*Heads of Subject Department* *Mr J Webster (C.P.D.)*
Training will be identified, arranged and monitored by:	*Mr J Webster (Assistant Headteacher with responsibility for C.P.D)*

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:	*Reception, (2), Food Technology, Design Technology, Science Labs (7), Kitchens (x 2), Sports Hall*
The first aider(s) and appointed person(s) is/are:	*The first aider(s) and appointed person(s) is/are:* • *Miss M Patel* • *Mr D Rimmer* • *Mrs A Roskell* • *Mr S Bailey* • *Mrs B Burke* • *Miss E Cuthbert* • *Mrs K Eastham* • *Mr S McCormick* • *Mr M Tomlin* • *Mrs R Wortley* • *Miss E Cross* • *Miss K Klunder* • *Mr J Cowen* • *Mr R Marquis* • *Mrs H Hardman* • *Mr S Lynn* • *Mr M Florentine* • *Miss H Hunter* • *Mr R Wilcock* *Outdoor First Aid qualified are:* • *Mr M Lowe* • *Mr S Shepherd* • *Mr A Ellis* *First Response Emergency Care:* *Mrs R Duczak*

All accidents and cases of work-related ill health are to be reported to:	*Mrs R Dumbell (Accidents)* *Mrs A Follett*
Health surveillance is required for employees within the school who:	*Are pregnant* *Use display screen equipment* *Are disabled* *Are involved in COSHH activities* *Have Technician roles*
Health surveillance will be arranged by:	*HOD in specific area / Mrs A Follett*
Health surveillance/records will be kept by/at:	*Head of Department in area* *Mrs A Follett*

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:	*Mrs M Scott/Mrs A Follett*
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: **Health and safety risks arising from work activities** for responsibility details *Mrs A Follett (Business Manager)*

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:	*Mrs A Follett (Business Manager)*
Responsible person(s) for investigating work-related causes of sickness absences:	*Mrs A Follett (Business Manager)*
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Mrs A Follett (Business Manager)*
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Mrs A Follett (Business Manager)*

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:	*Mrs A Follett* *Mr A Pounds* *Mr S Johnson*
Escape routes are checked by/every:	*Mr A Pounds* *Mr S Johnson* *Daily*
Fire extinguishers are maintained and checked by/every:	*Walker Fire annually*
Alarms are tested by/every:	*Mr A Pounds* *Mr S Johnson* *Weekly*
The emergency evacuation procedure is tested by/every:	*Mrs A Follett* *Twice a year*
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg. bomb threat, flood, etc. rests with:	*Mrs A Follett (Business Manager)*

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website:	**Applicable (√)**	***Please see Mrs A Follett for detailed information***
Accident reporting, recording and investigation	√	
Asbestos management plan	√	
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	
Cleaning/caretaking tasks	√	
Control of contractors	√	
Control of substances hazardous to health (COSHH)	√	
Disability access (health and safety implications)	√	
Display screen equipment and eye tests	√	
Driving at work	√	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	
Emergency procedures other than fire, for example flood, services failure	√	
Extended school and community use	√	
Finger traps (internal and external)	√	
Fire safety	√	
First aid	√	
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	
Health and safety induction (a checklist is available on the health safety and quality website)	√	
Infection control, including needles and needlestick injuries	√	
Lettings to non-school groups	√	
Manual handling	√	

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website:	**Applicable (√)**	***Please see Mrs A Follett for detailed information***
Minibuses	√	
Mobile phones (the use of)	√	
Personal safety including lone working and violence and aggression	√	
Play equipment installations inspections	*n/a*	
Playgrounds and external areas	√	
Ponds and water features	√	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	
Pupil moving and handling (special needs)	√	
Pregnant employees and nursing mothers	√	
Reporting of health and safety concerns/faults	√	
Severe weather including winter gritting	√	
Shared use of buildings	n/a	
Sharps, for example, broken glass in the school building or external grounds	√	
Stress	√	
Swimming pools	*n/a*	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	
Visitor and volunteers' safety	√	
Waste storage and disposal	√	
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	
Work equipment and machinery	√	
Working at height – ladders, access equipment etc	√	

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website:	**Applicable (√)**	***Please see Mrs A Follett for detailed information***
Workplace inspection (internal and external)	√	

Table of non-occupational health and safety topics/activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	**Applicable (√)**	***Please see Mrs A Follett for detailed information***
Administration of medication	√	
*Educational visits	√	
Food safety and hygiene	√	
Outdoor activities	√	
PE equipment	√	
Pupil handling and restraint	√	
Grounds maintenance activities	√	
Pupil movement and flow	√	
School transport	√	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	
Smoking	√	*The school is a non-smoking site*
Special needs of pupils (health and safety issues)	√	
Stage and drama activities	√	
Supervision of pupils	√	
Technology rooms and equipment	√	
Wearing of jewellery	√	
Work experience	√	

The school will also consider 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 fetes, etc.

Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.