



**Bill Quay Primary  
School  
Health and Safety  
Policy**

## Contents

Part 1 – Policy Statement.....	3
Part 2: Health & Safety Responsibilities.....	4
Part 3: School Health & Safety Management Arrangements .....	5

## Health & Safety Policy

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

*This policy statement supplements the [Council's Corporate Health and Safety Policy](#) and procedures, as well as the [Children, Adults and Families Health and Safety Policy](#) and [Education Health and Safety Policy](#). (For Voluntary Aided Schools and Academies, change this section)*

The aim of Bill Quay Primary School's policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: **Jon Ward** (Chair of Governors)

Signed: Toni Devine (Head Teacher)

Date: 31/08/2025

Review date: 01/09/2026

## Part 2: Health & Safety Responsibilities

**The Governing Body** has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly and at least annually. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

**The Head Teacher** has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters where required.

**Employees** are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

## Part 3: School Health & Safety Management Arrangements

The [Corporate Health & Safety Handbook](#) and [Education Health & safety Handbook](#) both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

The school commits to following the procedures detailed below to ensure that the risk to employees, pupils and members of the public are reduced as far as reasonably practicable.

### Administration and management of medicines

Adopted standard(s)	<a href="#">EDU-HS-01: Administration and Management of Health Needs in Schools</a>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located on the school website and in the Head Teacher's office.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Asbestos

Adopted standard(s)	<a href="#">LCS-HS-15 Asbestos</a>  <a href="#">Corporate Asbestos Management Plan</a>  <a href="#">ASB60: Asbestos Management Site Guide</a>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by Toni Devine who is the named Responsible Person.
	The site specific management plan is located in the school office.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Consultation and Communication with Employees

### Display Screen Equipment

Adopted standard(s)	<a href="#"><u>LCS-HS-21: Display Screen Equipment:</u></a>
Specific school arrangements	Regular DSE Users have been identified as Corinne Rutherford and Ella Scott.
	The Head Teacher has responsibility for ensuring any actions required are implemented.
	Corinne Rutherford is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Educational Visits

Adopted standard(s)	<a href="#"><u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u></a> <a href="#"><u>EDU-HS-04 Emergency Management During Educational Visits</u></a>
Specific school arrangements	The school's Educational Visits Coordinator(s) is/are Mrs Messenger and Mrs Bone.
	Mrs Messenger is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Electrical Safety

Adopted standard(s)	<a href="#"><u>LCS-HS-23: Electrical Safety</u></a>
Specific school arrangements	The office manager is responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.
	The office manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
--	--

## Emergency Management Plan

Adopted standard(s)	<a href="#">EDU-HS-10 Emergency management plan</a>  <a href="#">EDU-HS-14 Unavoidable school closures</a>
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Fire

Adopted standard(s)	<a href="#">CGS-HS-01 – Evacuation Chairs</a>  <a href="#">LCS-HS-17: Carriage and Storage of Fuel</a>  <a href="#">LCS-HS-24: Preparing a PEEP</a>  <a href="#">LCS-HS-25 Fire Safety</a>  <a href="#">LCS-HS-110 Temporary Use of Portable LPG Heaters</a>
Specific school arrangements	The Head Teacher is responsible for regularly reviewing the fire risk assessment action plan
	The Caretaker is responsible for keeping the fire log book regularly updated
	The Head Teacher is responsible for preparation and review of Fire Emergency Procedure

## First Aid

Adopted standard(s)	<a href="#">EDU-HS-05: First Aid Provision in Schools</a>
	The appointed person(s)/first aider(s) is/are Mrs Clark and Mrs Robinson
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
--	--

## Gas Safety

Adopted standard(s)	<a href="#">LCS-HS-28 Gas Safety</a>
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Hand Arm Vibration

Adopted standard(s)	<a href="#">CSG-HS-29 Hand Arm Vibration</a>
Specific school arrangements	The following roles within the school have been identified to use vibratory tools caretaker
	The Local Authority is appointed to carry out vibration testing
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Hazardous Substances

Adopted standard(s)	<a href="#">LCS-HS-19 Control of Substances Hazardous to Health</a>
Specific school arrangements	The caretaker will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	The caretaker will be responsible for ensuring that all actions identified in the assessments are implemented.
	The caretaker is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Incident Reporting & Investigation

Adopted standard(s)	<a href="#"><u>LCS-HS-58: Incident Reporting and Investigation Procedure</u></a>
Specific school arrangements	All minor pupil accidents are recorded in school incident book. The book is kept by the first aiders and located at the staffroom.
	The Head Teacher is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58 using HS20 incident form.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Management of contractors

Adopted standard(s)	<a href="#"><u>LCS-HS-18: Construction (Design and Management)</u></a>  <a href="#"><u>LCS-HS-20 Control of Visitors / Contractors on Site</u></a>  <a href="#"><u>LCS-HS-80 Scaffold and edge Protection</u></a>  <a href="#"><u>LCS-HS-81 Safety Nets and Soft-Landing systems</u></a>  <a href="#"><u>LCS-HS-82 Fall protection and prevention guidance</u></a>  <a href="#"><u>LCS-HS-83 Safety in Roof Work Guidance</u></a>  <a href="#"><u>LCS-HS-84 Mobile Access Tower</u></a>  <a href="#"><u>LCS-HS-85 Mobile Elevating Work Platforms</u></a>  <a href="#"><u>LCS-HS-94 Excavations</u></a>  <a href="#"><u>LCS-HS-44 Working In Confined Spaces</u></a>  <a href="#"><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></a>
---------------------	--

Specific school arrangements	The Head Teacher is responsible for assessing contractor health and safety competency prior to appointment.
	The Head Teacher has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Manual handling

Adopted standard(s)	<a href="#">LCS-HS-32: Manual Handling</a>  <a href="#">LCS-HS-91 Moving and handling of service users and pupils</a>
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Notices to be displayed in the Workplace

Adopted standard(s)	<a href="#">LCS-HS-35 Notices to be Displayed in the Workplace</a>
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located in the staffroom.
	First Aid Notices are located in the reception area, staffroom and Head Teacher’s office.
	Fire Action Notices are located in every room.
	Liability Certificate is located in the school office
	Health & Safety Policy Statement is located in the Head Teacher’s office.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

### Outdoor Play Equipment

Adopted standard(s)	<a href="#">EDU-HS-07 Outdoor Playground Safety</a>
---------------------	---

Specific school arrangements	The Local Authority have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	The Local Authority have been appointed to carry out termly inspections in accordance with BS 1176 ( <i>for timber play equipment</i> )
	The caretaker has been appointed to perform monthly rot testing of timber play equipment
	The caretaker undertakes daily or pre-use visual checks of play equipment and play areas.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Health and Safety team is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Risk Assessment

Adopted standard(s)	<a href="#">LCS-HS-40: Risk Assessment</a>  <a href="#">LCS-HS-33 New and Expectant Mothers</a>  <a href="#">LCS-HS-46 Young Persons at Work</a>
Specific school arrangements	<p>The Head Teacher is/are responsible for carrying out risk assessments and their review</p> <p>The findings of the risk assessment will be reported to all staff</p> <p>Risk assessments will be approved by the Governing Body</p> <p>The Head Teacher has responsibility for ensuring any actions required are implemented</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

## PPE

Adopted standard(s)	<a href="#">LCS-HS-37 Personal Protective Equipment</a>
---------------------	---

	The office manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Prevention of Slips and Trips / Gritting

Adopted standard(s)	<a href="#">LCS-HS-38 Prevention of Slips and Trips</a>  <a href="#">EDU-HS-11 School Gritting Policy and Plan</a>
Specific school arrangements	School gritting plan is completed by Mrs Rutherford and located at the school office.  The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.  The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Protecting Health During Hot Weather Conditions

Adopted standard(s)	<a href="#">EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.  The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Security/ Violence at work

Adopted standard(s)	<a href="#">EDU-HS-12: Security</a>  <a href="#">EDU-HS-15 Warning and Banning Persons from School Premises</a>  <a href="#">LCS-HS-26 Management of Violence and Aggression towards Employees Policy</a>  <a href="#">LCS-HS-79: Violence at Work (Guidance)</a>
---------------------	---

Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - Visitor handbook and information passed verbally by office staff.
	Access to the school is controlled by school office staff.
	The office manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<a href="#">EDU-HS-09 Safe Vehicular Access and Egress at Schools</a>
Specific school arrangements	The following physical measures are put in place to segregate vehicles and pedestrians: controlled electronic gates.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<a href="#">EDU-HS-13: Statutory Maintenance and Testing Within Schools</a>  <a href="#">LCS-HS-90: Management of Premises</a>
Specific school arrangements	The caretaker is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by Mrs Rutherford. The schedule is located in the Health and Safety file.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Stress

Adopted standard(s)	<a href="#">LCS-HS-41: Stress</a>
---------------------	-----------------------------------

Specific school arrangements	The Head Teacher is responsible for carrying out and reviewing stress risk assessments
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Training

Adopted standard(s)	<a href="#">LCS-HS-09 Health &amp; Safety Training</a> <a href="#">EDU-01 School H&amp;S Training Matrix</a>
Specific school arrangements	The Head Teacher is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by the Head Teacher
	Training records are kept in the Health and Safety file
	Induction training will be provided for all employees by Mrs Rutherford
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Work at Height

Adopted standard(s)	<a href="#">LCS-HS-43 Work at height</a> <a href="#">LCS-HS-68 Ladders</a> <a href="#">LCS-HS-86 Stepladders</a>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the Health and Safety file.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Workplace Inspections

Adopted standard(s)	<p><a href="#">LCS-HS-60 Workplace Inspections</a></p> <p><a href="#">LCS-HS-61 Safety Tours</a></p> <p><a href="#">LCS-HS-63 Health &amp; Safety Audits</a></p>
Specific school arrangements	<p>School carries out H&amp;S Workplace inspection using the form <a href="#">EDU-03</a> at the following frequency: termly</p> <p>School carries out safety tours using the form <a href="#">EDU-06</a> at the following frequency: termly</p> <p>School carries out self-audit using the form <a href="#">EDU-05</a> at least every <i>three years</i>, which is then submitted to Corporate Health &amp; Safety Team</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Governing Body is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>