The Gates
Primary School
Westhoughton

Health & Safety Policy
September 2026
Mrs Ronnie Slater

Introduction

This policy has been developed in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practical steps are taken to ensure the health, safety and welfare of all persons using the school.

We get access to competent health and safety advice and support via Bolton Council's Health and Safety Team:-
Office 41
Ashburner Street
Bolton
BL1 1TJ

Tel: 01204 33 6968
Email: CHST@bolton.gov.uk

1. Policy Statement

The Head teacher, SLT and all staff at the Gates take Health and Safety seriously. To help us maintain our safety record we will establish and maintain in so far as is reasonably practicable:

- An environment which is safe and without risk to health;
- Safe working procedures among staff and students;
- Health and safety arrangements for the handling, storage and transport of articles and substances;
- Safe means of access to and egress from the school.
- To ensure, as far as is reasonably practicable, the provision of information, instruction, training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.
- To teach safety where appropriate as part of the curriculum.
- To follow the LA accident/incident/injury reporting procedures.
- To provide and maintain, as far as is reasonably practicable, adequate welfare facilities for staff and pupils.
- To lay down effective procedures to be followed in the case of communicable illnesses and similar.

2. Arrangements

2.1 Roles & Responsibilities	
The Senior member of staff in the school with responsibility for Health and Safety matters and the health and safety co-ordinator is:	The Headteacher
The Governors appointed for health and safety are:	Personnel, Buildings and Finance Committee
2.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	The Headteacher
Copies of risk assessments are located:	Electronically in the staff shared drive
Staff who have undergone training and are competent to carry out risk assessments are: Ronnie Slater – School Business Manager	
Any hazards noted within the establishment/ departmental environment must be reported to:	The School Business Manager or Site Manager
The person responsible for initiating risk assessments of hazards reported and for ensuring that control measures are implemented is:	The School Business Manager
Risk assessments will be reviewed on an annual basis by the appropriate Staff member	
The educational visits co-ordinator is:	Ronnie Slater
Educational visits risk assessments and paperwork are located in:	The main office and uploaded to EVOLVE

2.3 Emergency & Fire Arrangements	
The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the SLT is informed immediately and, where appropriate, the emergency services are summoned. He/he 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:	The School Business Manager
Fire drills held on a termly basis will be carried out by:	The School Business Manager
Emergency invacuations held termly will be carried out by:	The School Business Manager
Fire alarm points will be tested on a weekly basis by:	The Site Manager
Means of escape will be checked on a weekly basis by:	The Site Manager
Fire-fighting equipment will be checked on a weekly basis by:	The Site Manager
Emergency door release points will be checked on a weekly basis by	The Site Manager
Emergency lighting will be tested on a monthly basis by:	The Site Manager
Records of tests and checks will be held by:	The Site Manager
Records of drills will be held by:	The School Business Manager
Fire extinguishers will be serviced on an annual basis by:	Automatic Alarms
All staff should undertake fire training on a three yearly basis	
2.4 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 forms:	In the main office
Persons responsible for accident forms:	The School Business Manager
Persons responsible for carrying out accident investigations is:	The Headteacher
Accident forms must be completed and returned to Health & Safety Support Team (email is acceptable). Most recent form dated 2022	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Personnel, Buildings and Finance Committee
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.	
2.5 First Aid	
A current list of qualified first aiders is held W\Administration\Policies\ Gates Aspect Policies\Emergency procedures	
The person responsible for ensuring first aid qualifications are maintained is:	The School Business Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	The School Business Manager
There are 4 first aid kits in the shared spaces in school, one in the EYFS unit and one in the school kitchen. There is also a kit that can be taken on school trips. There are 2 Bleed Kits in school – one near the Defibrillator and one in the main office.	
The location and contents of all first aid boxes will be checked on a:	Weekly basis
We have a current First aid document which all staff should follow this is located in W: All staff/admin/Policies	
The person(s) responsible for the checks is: Deficiencies of first aid materials should be reported to	School Administrator The School Business Manager

The address and telephone number of the nearest medical centre/NHS GP is:	Stable Fold Surgery 119 Church Street Westhoughton Bolton BL5 3SF
	Tel 01942 813678 Fax 01942 812028
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital Minerva Road Farnworth Bolton BL4 0JR Tel: 01204 390390
	A&E : 01204 390300 Ambulance liaison :01204 390629
Occupational health provisions are available from HML via Local Authority. Please speak to Head teacher about access to this service.	
2.6 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:	The School Business Manager
The person responsible for ensuring pupil specific risk assessments are conducted is :	Office Administrator
The person qualified to Manage Medicines in Schools is:	Office Administrator
The person responsible for the supervision and storage of pupils medicines is:	Office Administrator
2.7 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:	The Site Manager or The School Business Manager. The Building Maintenance Manual has been written to provide detailed information regarding contractors providing services to the school.
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	The Site Manager (or to the main office)
Defective furniture or equipment should be taken out of use immediately and reported to:	The Site Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First: The Site Manager
	Deputy: The Headteacher
2.8 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:	The School Business Manager
Induction training should cover: • Health and Safety Policies • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procedures for Hazardous Substances • Good Housekeeping	

• Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity	
The person responsible for organising health and safety training is:	The School Business Manager
2.9 Work Equipment	
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.	
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	The Site Manager
Person(s) authorised to use:	The Site Manager – or refer to risk assessment
- Equipment for pupils with special educational needs No specific equipment in school	
- Caretaking and cleaning equipment *(including powered cleaning equipment, power and hand tools etc)* Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	The Site Manager NB Cleaning equipment is currently provided by Essential Hygiene for their use only.
Person(s) trained and authorised to use are:	Site Manager
- Art, Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	The Art and the DT Leaders
Person(s) authorised to operate and use is/are:	As appropriate
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:	The teacher responsible for the lesson
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:	The teacher responsible for the lesson or the adult using the equipment
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	As above
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	The School Business Manager
Person(s) responsible for regular (daily) visual inspection is/are:	The Site Manager
Contractor responsible for annual full inspection and report is:	Playsound Ltd (or refer to Building Maintenance Manual)
2.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	The Site Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	The Site Manager
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
2.11 Personal Protective Equipment (PPE)	
Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. 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.	
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	N/a

- Catering - Grounds maintenance	
2.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	Site Manager's office
The person responsible for undertaking and updating the COSHH risk assessments is:	Site Manager
2.13 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:	There is no asbestos at The Gates Primary School (see report located in Site Manager's office)
2.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems AcoP is:	The Headteacher
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems AcoP) is:	The Site Manager
2.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	The School Business Manager (and Edge Hill Coordinator in the case of Edge Hill placements)
2.16 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 in using the Sign In system	The main office
2.17 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:	The Site Manager
The person in control of contractors whilst on site is:	The Site Manager
2.18 Noise	
Any employee concerned about the noise levels at work should report the matter to The School Business Manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	
2.19 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 The Site Manager will arrange for them to be dealt with.	
2.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	LA H&S Team
2.21 Miscellaneous	
The Health and Safety Law Poster is sited:	In the Staff Room
The person responsible for updating it is:	The School Business Manager

3. The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the governing body. The governing body should:

i. Participate in termly walkarounds of the site raising H&S concerns with the Business Manager
ii. Participate in termly PFB meetings to ensure that concerns have been acted upon
iii. Act as critical friend in relation to H&S matters

iv. Discuss H&S matters at FGB seeking clarification where needed

4. The Head Teacher

The Head Teacher has overall responsibility for the application of this policy.
The Head Teacher shall:

i. Take appropriate action immediately when any hazard is reported to him which could cause a serious accident or incident until he is satisfied as to its safety;
ii. Make recommendations to the governing body for additions to or improvements to the school's safety management system;
iii. Report on safety and welfare matters to the governing body.
iv. Ensure that staff are appropriately trained and informed on health and safety matters.
v. Ensure clear roles and responsibilities with regard to health and safety and ensure delegation is appropriate to their role.
vi. Ensure effective processes for monitoring the activities of contractors whilst on site
vii. Ensure effective arrangements for monitoring the activities of other building users whilst on site
viii. Ensure that appropriate funds are allocated in the budget to ensure effective health and safety procedures, repairs and maintenance in the school.

5. The School Business Manager

The School Business Manager has responsibilities delegated by the Head Teacher to:

i. Be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
ii. Co-ordinate the implementation and monitoring of safety procedures;
iii. Maintain contact with outside agencies able to offer expert advice;
iv. Oversee regular inspection of the school and check practices in it;
v. Ensure that accidents and hazards are recorded, reported to the Local Authority
vi. Investigate any specific health and safety issues and take remedial action
vii. Co-ordinate and disseminate information to relevant parties, keeping herself up to date with local and national guidance.
viii. Monitor the health and safety budget to ensure best value and appropriate spending.
ix. Provide an induction to all new members of staff setting out their H&S responsibilities

6. The Site Manager

The Site Manager has a responsibility:

i. To undertake regular checks in order to ensure, as far is reasonably practicable, the safety of the school building and resources.
ii. To record safety checks and rectify issues or report them directly to the School Business Manager or Headteacher.
iii. To ensure appropriate tests with regard to the prevention of Legionella are undertaken and recorded and any issues rectified or reported to the School Business Manager or Headteacher.
iv. To check that safety data sheets are available for all potentially dangerous substances brought onto the premises.
v. To ensure the correct storage and disposal of any hazardous substances and take stock checks of these substances on a monthly basis.
vi. To ensure risk assessments are in place for the activities he completes and for the work equipment used.

7. All staff

Staff must:

i. Must look after their safety and the safety of others on site
ii. Follow procedures put in place to ensure that they are working safely
iii. Not interfere or remove anything put in place for health and safety reasons (e.g. moving fire extinguishers, propping open fire doors)
iv. To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
v. To exercise good standards of housekeeping and cleanliness;
vi. follow the emergency procedures in respect of fire and first-aid;
vii. To ensure that tools and equipment provided are kept in good condition and used appropriately.

viii. Ensure that ANY health and safety hazards are reported to the School Business Manager or the Headteacher.

8. Staff (teaching and non-teaching) holding positions of special responsibility (e.g. Deputy Head Teacher, Key Stage Managers, Site Manager, Catering Manager, etc)

Staff holding these positions:

i. Must be responsible for hazards inherent to their work area, completing risk assessment and putting procedures in place to reduce risk;
ii. Report concerns, or safety issues to the school Business Manager;

9. Particular responsibilities of class teachers/student teachers

The safety of pupils in classrooms is the responsibility of the class teacher.

A class teacher is expected to:

i. Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
ii. Exercise effective supervision of pupils that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
iii. Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
iv. Ensure that pupils' coats, bags etc… are safely stored away;
v. Integrate all relevant aspects of safety into teaching process and if necessary give special lessons on safety;
vi. Follow safe working procedures personally;
vii. Wear protective clothing, guards, special working procedures etc where necessary;
viii. Report issues/concerns to the school Business Manager
ix. When taking playground duty or games lessons teachers need to check that there are no obvious hazards, e.g. broken glass.
x. Ensure that Trips/visits are risk assessed effectively

10. The Pupil

Pupils are expected to:

i. Exercise personal responsibility for safety of themselves and others;
ii. Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous);
iii. Observe the safety rules of the school in particular the instructions of staff given in an emergency;
iv. Use and not wilfully misuse, neglect or interfere with things provided for safety.
v. Follow directly the instructions of staff, especially in an emergency situation.

11. Visitors

Visitors are expected to take due care of themselves, their belongings and any persons under their supervision. On entry to the building, visitors should be issued with relevant health and safety guidance for the duration of their visit.

12. Other users of the building

The Headteacher is responsible for ensuring that appropriate agreements are drawn up and signed by other building user groups (Parachute Club, PTA, etc).

13. Fire Safety, first aid, emergencies and critical incidents

Please refer to the emergency procedures document for further instruction.

14. Risk Assessment

Risk assessments should be carried out for all activities that carry an increased risk other than the 'usual' day to day activities of the school. Risk Assessments will be held by the school for 6 years and stored on the school computer shared drive where it can be accessed by all staff.

For example:

i. School Visits
ii. Use of heat producing equipment in classrooms as part of the curriculum: candles, kettles, etc
iii. Significant repairs and maintenance
iv. Contractors on site
v. The use of any substances under COSHH
vi. Significant events on the school premises: School Fairs, discos

vii. Use of new equipment (where appropriate)
viii. Working at heights
ix. Lone Working
x. Working with chemicals, e.g. bleach
xi. Particular medical needs of individual children or staff

All risk assessments will undertake review and appropriate amendment: after the particular visit or event, when there are changes which affect the risk assessment, at regular intervals (at least 3 yearly).

15. Accidents

The school follows the LA policy for the management & reporting of accidents/incidents/near misses. Staff should speak to the Business Manager for further guidance.

16. Asbestos

The school building has no asbestos and does not require an asbestos report.

17. COSHH

Staff must not bring their own COSHH products onto the school site.

The Site Manager will ensure that the COSHH products used are assessed and safely stored in Site Manager's room.

18. Display Screen Users

Staff who use a computer for a large proportion of the working day will be offered a DSE assessment. Please speak to the Business Manager for more information.

19. Sun Protection

When the sun is particularly bright, children are encouraged to bring sun hats to school. Sun glasses may also be brought to school at these times. All children are expected to bring sun cream into school in a labelled bottle. Staff will instruct children to apply sun cream before going outside for break times or for outdoor activities/lessons when the sun is particularly bright or if it is hot. In EYFS, staff will show/supervise children how to apply the cream themselves in groups. However, the school cannot take responsibility for replacing lost property items. All staff are asked to be vigilant in ensuring that children do not expose skin to the sun for long periods of time.

20. Administration of medicines and creams

Administration to pupils of prescription medication ONLY must be undertaken by staff that have received the appropriate instruction or training if that staff member agrees. Parents should be requested to complete an 'Administration of Medicines Form'. Children should self-medicate wherever possible. First Aiders are not permitted to administer medication of any description. Analgesics must not be administered or supplied to pupils unless these are accompanied by the appropriate parental request/authorisation.

If a child needs Calpol, Paracetamol or other general pain killers, it is expected that the child is not well enough to be in school; therefore, ONLY prescribed medicine where a doctor has deemed the child well enough to be in school provided they take the prescription, will be permitted.

21. Other related School Policies

Stress at Work Policy; Alcohol and Drug Policy; Domestic Violence Policy; Smoke-free School Policy; Violence to Employees Code of Practice; Fire Safety Policy, Medicines Policy, Security Policy, Manual Handling and Lifting Policy, Restraint and Physical Contact Policy. These documents can be found in the all staff drive, under administration/policies.

22. No Smoking Policy

The school operates a 'No Smoking or Vaping Policy'. No persons are allowed to smoke or vape anywhere on the school premises including the car park and grounds. This policy is communicated to staff as part of their induction process and annual written reminders are sent to all staff.

Monitoring

The School Business Manager is responsible for the monitoring and review of this policy and makes decisions in line with school policy.