

HEALTH AND SAFETY POLICY - 2026

Incorporating the Local Health and Safety Arrangements for:

- **Aughton Town Green Primary School**
- **Community Primary School**
- **08/019**
- **Town Green Lane, Aughton, Ormskirk, L39 6SF**

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 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 Nick Huxley	Chair of Governors name: Mrs Angela Anderson

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p>Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p>Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher) Site Supervisor (Mr Gerrard)</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p>Nick Huxley Caroline Dykes Site Supervisor (Mr Gerrard)</p>
<p>The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher) Site Supervisor (Mr Gerrard)</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p>	<p>In the School Office (training schedules etc). On the secure Health & Safety Folder of Teacher's Drive. Site Supervisor Office – files/spreadsheets etc.</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 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.	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher) Site Supervisor (Mr Gerrard)
The significant findings of risk assessments will be reported to:	Nick Huxley (Headteacher)
Action required to remove/control risks will be approved by:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
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:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)

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 & 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 with 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, upon request, make available for general inspection specific, procedures and documentation and will 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 via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Consultation with employees is provided via:	Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Health & Safety meetings.

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;
- Inspect the workplace;
- Represent employees in dealings with health and safety inspectors;
- 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:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) for ensuring that all identified maintenance is carried out:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Any problems found with equipment should be reported to:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.</p>	Staff Room
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Health and safety advice is available from:	Lancashire Health and Safety Website/Consultants
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	N Huxley/C Dykes – induction process
Health & Safety in shared premises (where applicable) is managed by:	The Head Teacher/Deputy Head or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.

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. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Nick Huxley Caroline Dykes Site Supervisor (Mr Gerrard)
Job specific training will be provided by:	Making available appropriate Risk Assessments and E Training materials on a regular basis. Nick Huxley Caroline Dykes Site Supervisor (Mr Gerrard)
Jobs requiring specific health & safety training are:	Site Supervisor training through LCC Adviser – currently Ursula Clarkson. E Training completed by Site Supervisor where appropriate. Site Supervisor completes training for all cleaning staff – knowledge of COSHH etc.
Training records are kept at/by:	Central Record E File - School Office
Training will be identified, arranged and monitored by:	Nick Huxley Caroline Dykes Site Supervisor (Mr Gerrard)

Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents;
- Ensure that there is a recognised system 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;
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	Staff Room Upper Junior Corridor Playground Classrooms School Office (trips)
The first aider(s) and appointed person(s) is/are:	List of staff with first aid qualifications in office/staffroom.
All accidents and cases of work-related ill health are to be reported to:	Headteacher/Deputy Headteacher
Health surveillance is required for some roles within the school.	This is where a member of staff has a specific need/disability.
Health surveillance will be arranged if necessary by:	Headteacher/Deputy Headteacher. Risk Assessments have been completed for a member of staff.
Health surveillance/records will be kept by/at:	Headteacher/Deputy Headteacher in the school office.

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,	Nick Huxley (Headteacher) Caroline Dykes (Deputy
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we will: - Conduct workplace inspections. These are carried out by:	Headteacher)
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.	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) for investigating work-related causes of sickness absences:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)

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:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
Escape routes are checked by/every:	Class teachers on a daily basis
Fire extinguishers are maintained and checked by/every:	Procyon - annually
Alarms are tested by/every:	Westmorland – bi-annually
The emergency evacuation procedure is tested by/every:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Nick Huxley (Headteacher) Caroline Dykes (Deputy Headteacher)
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Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	/	Riddor/School procedures
Asbestos Management Plan	/	Asbestos Survey up to date – remedial actions completed.
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	/	First Aid arrangements/policy
Cleaning/caretaking tasks	/	Site Manage/cleaners job descriptions
Control of contractors	/	School Office
Control of Substances Hazardous to Health (COSHH)	/	Files Site Managers Office, also first aid files
Disability access (health & safety implications)	/	Disability access is in place. Risk assessments to be drawn up as necessary
Display Screen Equipment and Eye Tests	/	Risk assessment
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	/	5 year test certificate and PAT
Emergency Procedures other than Fire e.g. flood, services failure	/	Evacuation Policy
Extended school and community use		
Fire Safety	/	Policies
First Aid	/	School procedures/first aid training list office
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	/	Boiler maintenance contract – JLA
Health & Safety Induction	/	Induction arrangements – see Office
Infection Control including needles and needle stick injuries	/	First Aid arrangements/policy
Lettings to non-school groups		
Manual Handling	/	Central Record E File
Minibuses		
Mobile phones (the use of)	/	Child Protection Policy/E Safety Policy

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Personal safety including lone working and violence and aggression	/	Central Record E File
Play Equipment installations inspections	/	LCC contract
Playgrounds and external areas	/	LCC contract
Ponds and Water features	/	Risk assessments
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	/	Central Record E File
Pupil moving and handling (special needs)	/	Behaviour Policy
Pregnant employees and nursing mothers	/	Risk assessments as appropriate
Reporting of health & safety concerns/faults	/	All staff
Severe Weather including winter gritting	/	HT / Site Manager
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	/	Daily visual inspection
Stress	/	See policy
Swimming pools	/	Risk Assessment
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	/	Staff Car Park organisation
Visitor and volunteers safety	/	Induction process
Waste storage and disposal	/	Annual contracts
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	/	Risk assessment – Regular tests in file. Also TEC assessments
Work equipment and machinery	/	Risk assessment
Working at height – ladders, access equipment etc.	/	Risk assessment/training opportunities – Central record E file
Workplace Inspection	/	Daily inspections Resources Committee Health and Safety tours. Minutes of Premises meetings

Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	/	Medication Policy
*Educational Visits	/	EVOLVE policy followed, appropriate EVC training
Food safety and hygiene	/	Risk assessments
Outdoor activities	/	Risk assessments
PE Equipment	/	Annual maintenance
Pupil handling and restraint	/	Behaviour policies
Grounds maintenance activities	/	Risk assessments
Pupil movement and flow	/	School procedures – left on the stairs, no running indoors etc.
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	/	No smoking policy
Special needs of pupils health & safety issues	/	Risk assessments where needed
Stage and drama activities	/	Risk assessments
Supervision of pupils		Risk assessments
Technology rooms and equipment		
Wearing of jewellery	/	Uniform Policy
Work experience	/	Induction policy/packs

The school will also take into account 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.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).

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Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	/	School policy
*Educational Visits	/	EVC Leader/EVC file
Food safety and hygiene	/	Risk assessments
Outdoor activities	/	PE policy / Forest School Policy
PE Equipment	/	Crown Gymnastics annual check
Pupil handling and restraint	/	Behaviour Policy
Grounds maintenance activities	/	Annual contract – LCC subcontractor
Pupil movement and flow	/	School procedures
School transport	/	Risk assessments as appropriate
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	/	No Smoking on site
Special needs of pupils health & safety issues	/	Risk assessments as required
Stage and drama activities	/	Risk Assessment
Supervision of pupils	/	School policies
Technology rooms and equipment		
Wearing of jewellery	/	School Uniform Policy
Work experience	/	Induction arrangements

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