

HEALTH AND SAFETY POLICY 2026 - 2027

Incorporating the Local Health and Safety Arrangements for:

Duke Street Primary School

09002

**Duke Street Chorley, PR7 3DU
01257 239950**

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 persons with responsibility for the implementation and management of proper health and safety controls within the school, 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: Sarah Ridley Katie Parkinson Chelsea Sharp	Signed: Katherine Davies On behalf of the Governing Body
Headteacher's name: Sarah Ridley Deputy Headteacher: Katie Parkinson Site supervisor: Chelsea Sharp	Chair of Governors name: Katherine Davies
Date: 1st October 2026	Proposed Review date: October 2027

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>Sarah Ridley Headteacher Katie Parkinson- Deputy Headteacher</i>
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:	<i>Sarah Ridley Katie Parkinson Chelsea Sharp</i>
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:	<i>Premises – Sarah Ridley Katie Parkinson Site Manager Sarah Ridley and Katie Parkinson Fire safety – Sarah Ridley Katie Parkinson Emergency plans – Sarah Ridley and Katie Parkinson Educational visits – Lorraine Nicholls</i>
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:	<i>Sarah Ridley Katie Parkinson Chelsea Sharp LCC H&S advisor – Catherine Simpson LCC Principal Surveyor Chris Firth</i>
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.	<i>Sarah Ridley Katie Parkinson One Drive Governor minutes</i>
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

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.	<i>Sarah Ridley Katie Parkinson Richard Allen –PE Julie Zawistowicz – EYFS Patrick McGuinness – Science Richard Stephens – Art / DT Class teachers – risk assessments for class trips Lorraine Nicholls - EVC</i>
The significant findings of risk assessments will be reported to:	<i>Lorraine Nicholls – EVC Sarah Ridley Katie Parkinson</i>
Action required to remove/control risks will be approved by:	<i>Lorraine Nicholls – EVC Sarah Ridley Katie Parkinson</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Lorraine Nicholls – EVC Adult completing the risk assessment</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Lorraine Nicholls – EVC trips Sarah Ridley Katie Parkinson</i>
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:	<i>Sarah Ridley Katie Parkinson</i>

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 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:	<i>As requested by adult in school</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health and safety meetings</i>

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:	<i>Site Supervisor – Chelsea Sharp</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Site Supervisor – Chelsea Sharp Sarah Ridley Katie Parkinson</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Site Supervisor – Chelsea Sharp Sarah Ridley Katie Parkinson</i>
Any problems found with equipment should be reported to:	<i>Site Supervisor – Chelsea Sharp Sarah Ridley Katie Parkinson</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Site Supervisor – Chelsea Sharp Sarah Ridley Katie Parkinson</i>

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	<i>Staffroom</i>
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reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	<i>One Drive Premises Health and Safety File</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Sarah Ridley Katie Parkinson</i>

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:	<i>Sarah Ridley Katie Parkinson</i>
Job specific training will be provided by:	<i>Astute or through LCC- arranged by Katie Parkinson</i>
Jobs requiring specific health and safety training are:	<i>All staff health and safety training in logged on a spreadsheet which is accessible via the OneDrive in the Premises Health and Safety file.</i>
Training records are kept by:	<i>Katie Parkinson</i>
Training will be identified, arranged and monitored by:	<i>Katie Parkinson</i>

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:	<i>Bursar office KS1 corridor Corridor outside the school hall Staffroom</i>
The first aider(s) and appointed person(s) is/are:	<i>Names listed in staffroom and SLT office. OneDrive also</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Oracle / HR</i>

First Aid

It is a fact of life that people can and do suffer injuries or fall ill whilst at work; it is therefore important that they receive immediate attention. The *Health and safety (First-Aid) Regulations* place a duty on our school to provide facilities for the administering of first aid in the workplace, this includes provision for pupils.



Assessment of First Aid Needs

To ensure that adequate first aid needs are provided for, our school has carried out an assessment of first aid need and provided adequate provisions in light of the results.

First Aiders

A suitable number of first aiders are provided in the school commensurate with the risks and the numbers of staff employed. Typically there will be at least 1 first aider per 50 people. To be suitably qualified first aiders must have attended a 2-day course and passed an HSE approved examination. First aid qualifications are valid for 3 years and must be renewed before they expire. A list of first aiders is displayed in the staffroom.

First Aid Kits

First aid kits are provided in the workplace which comply with the regulations.

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	<i>Chelsea Sharp – Site Supervisor</i>
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our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<i>Katherine Davies – Governor, Chair of Health and Safety Sarah Ridley Katie Parkinson Termly inspections to take place</i>
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.	All risk assessment listed on the two year cycle - OneDrive Involves: <i>Sarah Ridley Katie Parkinson LCC H&S advisor Chelsea Sharp – Site supervisor Katherine Davies – Governor</i>
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:	<i>Sarah Ridley Katie Parkinson Chelsea Sharp</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Sarah Ridley Katie Parkinson</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Sarah Ridley Katie Parkinson Chelsea Sharp</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Andrew Kidd Katie Parkinson</i>

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:	<i>Sarah Ridley Katie Parkinson</i>
Escape routes are checked by/every:	<i>Sarah Ridley Katie Parkinson Chelsea Sharp Checked weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>LCC – annually or when recorded on stickers</i>
Alarms are tested by/every:	<i>Chelsea Sharp –site supervisor Weekly:</i>

The emergency evacuation procedure is tested by/every:	<i>Sarah Ridley Katie Parkinson Termly and involves the whole school / nursery and neighbourhood centre</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Emergency Plan – One Drive Sarah Ridley Katie Parkinson Lorraine Nicholls Chelsea Sharp</i>

Table of occupational health and safety topics/activities that apply – SEE ONE DRIVE FOR RELEVANT DOCUMENTS
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 info about DSP's arrangements can be found
Accident Reporting, Recording and Investigation	√	HS handbook, Onedrive
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk Assessment file Onedrive
Cleaning/caretaking	√	Risk Assessment file Onedrive
Control of contractors	√	Contractors file school office
Disability access (health & safety implications)	√	Premises RA OneDrive
Display Screen Equipment and Eye Tests	√	HS handbook, Onedrive
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Premises RA OneDrive
Emergency Procedures other than Fire e.g. flood, services failure	√	School Emergency Plan OneDrive
Extended school and community use		
Falling Objects/Safe storage	√	Premises RA OneDrive
Fire Safety	√	HS handbook and FRA Onedrive
First Aid	√	HS handbook, Onedrive
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	
Hot surfaces, scalds and burns	√	Premises RA file onedrive
Health & Safety Induction (checklist available on web site)	√	One drive
Lettings to non-school groups		
Manual Handling	√	HS handbook, Onedrive
Minibuses		
Mobile phones (the use of)	√	HS handbook, Onedrive

Needles and needle stick injuries	√	Curriculum RA file Onedrive
Personal safety including lone working and violence and aggression	√	HS handbook, Onedrive
Play Equipment installations inspections	√	Premises RA OneDrive
Playgrounds and external areas	√	Premises RA OneDrive
Ponds and Water features	√	Premises RA OneDrive
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Premises Management file
Pupil moving and handling (special needs)	√	HS handbook, Onedrive
Pregnant employees and nursing mothers	√	General RA file One Drive
Reporting of health & safety concerns/faults	√	HS handbook, Onedrive
Shared use of buildings	√	FRA OneDrive
Sharps e.g. broken glass either in school building or external grounds	√	Premises RA OneDrive
Slips and trips	√	HS handbook, Onedrive
Stress	√	HS handbook, Onedrive
Substances – COSHH	√	COSHH file SS cupboard staff room
Swimming pools	√	Swimming RA Onedrive
Vehicle and pedestrian traffic	√	Premises RA OneDrive
Visitor and volunteers safety	√	HS handbook, Onedrive
Waste storage and disposal	√	Premises RA OneDrive
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Premises Management file
Work equipment and machinery	√	Premises RA OneDrive
Working at height – ladders, access equipment etc.	√	HS handbook, Onedrive
Workplace Inspection	√	Premises Management file & HS ctte file

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 info about DSP's arrangements can be found
Administration of medication	✓	LR's medical file
*Educational Visits	✓	HS handbook, Onedrive
Food safety and hygiene	✓	Curriculum RA file OneDrive
Outdoor activities	✓	HS handbook, Onedrive
PE Equipment	✓	Curriculum RA file OneDrive
Pupil handling and restraint	✓	HS handbook, Onedrive
Grounds maintenance activities	✓	Premises RA OneDrive
Pupil movement and flow	✓	Staff handbook
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	All CLEAPPS
Smoking	✓	Staff handbook
Special needs of pupils health & safety issues	✓	Medical file LR / One Drive
Stage and drama activities	✓	Curriculum RA file OneDrive
Supervision of pupils	✓	Staff handbook
Technology rooms and equipment		
Wearing of jewellery	✓	Staff handbook
Work experience	✓	Staff handbook HS handbook

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](#).