

Reviewed: October 2025

Next Review Date: October 2026

Signed by:

Claire Jones

Headteacher

Date: October 2025

Andy Oddy

Chair of Governors

Date: October 2025

Euxton Primrose Hill School

Health & Safety Policy



HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

o **Name of School – Euxton Primrose Hill Primary School**

o **School Number - 09045**

School Address – Primrose Hill Road, Euxton, Chorley, PR7 6BA

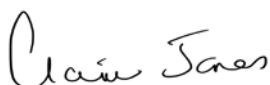
This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation.

As a Community School the County Council (LCC) 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 LCC, the Governing Body and the Headteacher must work in partnership to meet these responsibilities. It should be read in conjunction with the LCC's Health and Safety Management System which is held on the Schools' Portal.

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 by the LCC;
- 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 LCC 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: Claire Jones

Chair of Governors name: Andy Oddy

Date: September 2025

Proposed Review date: September 2026

RESPONSIBILITIES

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>A. Oddy – Chair of Governors C. Jones - Headteacher</i>
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is Health & Safety Co-ordinator:	<i>C. Jones – Headteacher J. Vost – Business Manager</i>
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:	<i>C. Jones – Headteacher and Educational Visits Co-ordinator</i>
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:	<i>Resources Committee</i>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><small>*Health& Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</small></p>	<i>Minutes of Governors meetings</i>
<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 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:	<i>C. Jones - Headteacher</i>
Risk assessments will be undertaken prior to the	

introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	<i>C. Jones - Headteacher</i>
Action required to remove/control risks will be approved by:	<i>C. Jones – Headteacher All staff to inform Headteacher of any faults/concerns/risks</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>C. Jones - Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>C. Jones - Headteacher</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>C. Jones – Headteacher J. Vost – Business Manager</i>

SCHOOL'S COMMITMENT

To meet the requirements of this Policy Statement, the Headteacher/Chair of Governors and their nominated representatives 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 LCC 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:	<i>C. Jones - Headteacher</i>
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Consultation with employees is provided via:	<i>Team meetings:</i> - non-teaching staff meetings – 1 per team - welfare staff meetings – 1 per term or when necessary - teaching staff meetings - weekly
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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:	<i>C. Jones – Headteacher D. Williams – Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>C. Jones - Headteacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>C. Jones – Headteacher J. Vost – Business Manager</i>
Any problems found with equipment should be reported to:	<i>C. Jones – Headteacher J. Vost – Business Manager</i>
Responsible persons to check that new equipment meets any required health and safety standards before it is purchased:	<i>C. Jones – Headteacher J. Vost – Business Manager</i>

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed in:	<i>Staff Room</i>
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Health and safety advice is available from:	<i>C. Jones – Headteacher J. Vost – Business Manager Staff Handbook/Visitor Handbook Green Scenery Grounds Maintenance – Simon Astbury 01772 617811 LCC Principle Surveyor – Ryan Stewart 07831 357608 Adam Sykes – LCC H&S 07778 140866/01772 531982 HR Phone Assistance and Support 01772 535353</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>C. Jones – Headteacher C. Pearson – Volunteer/Work Placement Mentor/ J. Vost – Business Manager</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. 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:	<i>C. Jones – Headteacher E. Swinburn – Deputy Headteacher</i>
Job specific training will be provided by:	<i>C. Jones – Headteacher E. Swinburn – Deputy Headteacher</i>
Jobs requiring specific health & safety training are:	Asbestos Awareness & Management – LCC H&S Team/Astute eLearning & on the job training Water Hygiene including Legionella Legionella & Water Safety – LCC H&S Team/Astute eLearning & on the job training COSHH – LCC H&S Team/Astute eLearning & on the job training Management of Contractors – LCC H&S Team/Astute eLearning & on-the-job training DSE – LCC Astute eLearning/National College eLearning & on-the-job training Ladder Safety – LCC Astute eLearning & on-the-job training Manual Handling – LCC H&S Team/Astute eLearning & on-the-job training Fire Safety Awareness & Fire Warden – LCC H&S Team/Astute eLearning/National College eLearning & on-the-job training Health & Safety Awareness – LCC

	H&S Team/Astute eLearning & on-the-job training
Training records are kept at/by:	<i>C. Jones – Headteacher's Report to Governing Body and Schools' Portal Records Staff Personnel Files ARBOR</i>
Training will be identified, arranged and monitored by:	<i>C. Jones – Headteacher E. Swinburn – Deputy Headteacher J. Vost – Business Manager</i>

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:	<i>Front entrance foyer EYFS foyer KS1 foyer (outside of Burrow) KS2 foyer x 2 Lower Hall Upper Hal Office for school trips</i>
The first aiders and appointed persons are:	First Aiders are: 48 staff in total of which 10 are Paediatric First Aiders Paediatric First Aiders are (7): <i>HRoocroft, ARigby, SDavis , LDickinson, SMartindale, AGarner, DTooby.</i> Out of School Club (3): <i>SCollison, APorter, KSmith</i>
Persons appointed to administer medications are:	<i>C Jones, J Vost, A Thompson, L Griffiths, J Naylor, S Collison, Teachers, Teaching Assistants and OSC Assistants</i>
All accidents and cases of work-related ill health are to be reported to:	<i>C. Jones – Headteacher E. Swinburn – Deputy Headteacher J. Vost – Business Manager</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>Any pregnant employee requires a specific Risk Assessment to be completed and their duties may need</i>

	<i>to be modified to take account of their changing capabilities. This is to be carried out by: C. Jones – Headteacher</i>
Health surveillance will be arranged by:	<i>C. Jones – Headteacher</i>
Health surveillance/records will be kept by/at:	<i>C. Jones – Headteacher, Headteacher's Office and Resources Committee Minutes/Reports</i>

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.

<p>To check our working conditions and ensure our safe working practices are being followed, we will:</p> <ul style="list-style-type: none"> - Conduct workplace inspections. These are carried out by: 	<p><i>Day to day: D. Williams - Site Supervisor</i></p> <p><i>Internal premises inspections will be carried out each year by: C. Jones – Headteacher D. Smith – Governor</i></p> <p><i>External premises inspections will be carried out by: C. Jones – Headteacher D. Smith – Governor</i></p>
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
Responsible person 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:	<i>C. Jones – Headteacher</i>
Responsible person for investigating work-related causes of sickness absences:	<i>C. Jones – Headteacher</i>
Responsible person for acting on investigation findings to prevent recurrences:	<i>C. Jones – Headteacher</i>
Responsible persons for the monitoring of any trends in accidents, incidents and sickness absence:	<i>C. Jones – Headteacher J. Vost – Business Manager</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>Safety Management under direction of: C. Jones - Headteacher LCC Property Group</i>
Escape routes are checked by/every:	<i>D. Williams – Site Supervisor/daily</i>
Fire extinguishers are maintained and checked by/every:	<i>LCC Contractor/annually</i>
Alarms are tested by/every:	<i>D. Williams – Site Supervisor/weekly on rotation</i>
The emergency evacuation procedure is tested by/every:	<i>C. Jones – Headteacher/at least termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>C. Jones – Headteacher Governing Body School Emergency Plan and Staff Handbook</i>

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity 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	✓	Headteacher Accident File/RIDDOR
Asbestos Management Plan	✓	Contractors File – front office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Cleaning Up Bodily Fluids Risk Assessment
Catering	✓	In-house Catering Available. All risk assessments and safe methods of operation are available from A. Widdow, Kitchen Supervisor
Cleaning/caretaking tasks	✓	Lone Working/Manual Handling/Use of Ladders/Waste Disposal Risk Assessments/ Contracted Premises Team working split shifts
Control of contractors	✓	Staff Handbook/Contractors on Site Risk Assessment available at Reception
Control of Substances Hazardous to Health (COSHH)	✓	Premises Management Record Book – Guidance/Service Alliance COSHH Book – Site Supervisor Office/School Emergency Plan
Disability access (health & safety implications)	✓	Wheelchair Use Risk Assessment
Display Screen Equipment and Eye Tests	✓	Risk Assessment, Self-assessment and On-line Modules available for all staff on the Schools' Portal/File in SBM Office
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Health and Safety File – SBM Office/Staff Handbook/PAMIS
Emergency Procedures other than Fire e.g. flood, services failure	✓	School Emergency Plan/Staff Handbook
Extended school and community use	✓	Lettings Policy
Finger Traps (internal and external)	✓	Finger Trap Checklist
Falling Objects/Safe Storage	✓	Staff are reminded about not storing items above shoulder height from H&S walkabouts
Fire Safety	✓	Fire Log and Fire Policy with regular reminders and drills/Non-technical and Technical Fire Risk Assessments
First Aid	✓	Staff Handbook/First Aid Risk Assessment with

Occupational Health & Safety Topic/Activity 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
		adequate First Aiders in school/First Aid Policy
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Health and Safety File – SBM Office/Staff Handbook/PAMIS
Health & Safety Induction (checklist available on web site)	✓	Staff Personnel File/Provided to all new staff members by Headteacher
Hot surfaces, scalds and burns	✓	Food Technology Risk Assessment
Infection Control including needles and needle stick injuries	✓	Drug Education Policy
Lettings to non-school groups	✓	Lettings Policy
Manual Handling	✓	Manual Handling Risk Assessment/On-line module available on Schools' Portal
Mobile phones/iPads (the use of)	✓	Staff Handbook/Acceptable Use Policy
Personal safety including lone working and violence and aggression	✓	Lone Working Risk Assessment
Play Equipment installations/inspections	✓	Health and Safety File (LCC Bought in H&S Inspection) – SBM Office/Fitness Trail and Playground Equipment Risk Assessment
Playgrounds and external areas	✓	Health and Safety File (LCC Bought in H&S Inspection) – SBM Office/Fitness Trail and Playground Equipment Risk Assessment /Governor Health and Safety Monitoring Inspection
Ponds and Water features	✓	Pond Activities Risk Assessment
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Premises Management Record Book, controlled by SBM
Pupil moving and handling (special needs)	✓	Care and Control Policy/Individual Care Plans
Pregnant employees and nursing mothers	✓	New and Expectant Mothers Checklist and Risk Assessment – Individual Basis
Reporting of health & safety concerns/faults	✓	Health and Safety Policy/Staff Handbook/Premises Book/Email or Verbal
Severe Weather including winter gritting	✓	Severe Weather Risk Assessment
Sharps e.g. broken glass either in school building or external grounds	✓	Health and Safety Policy
Stress	✓	Work Stress Risk Assessment/LCC H&S Astute eLearning module

Occupational Health & Safety Topic/Activity 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
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Transport Safety/Vehicle Movement Risk Assessment
Visitor and volunteers safety	✓	Visitor Handbook/Induction/Young Persons at Work Risk Assessment
Waste storage and disposal	✓	Waste Disposal Risk Assessment/Managed by Site Supervisor
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Monitoring Reports - Health and Safety File – SBM Office
Work equipment – Office/Classroom	✓	Work Equipment Risk Assessment/Regular Maintenance
Working at height – ladders, access equipment etc.	✓	Staff Handbook/Use of Ladders Risk Assessment/LCC H&S Astute eLearning Module
Use of Cooker	✓	Food Technology Risk Assessment
Workplace Inspection	✓	Health and Safety Internal Inspection Report agreed with nominated Governor/PAMIS

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	✓	Administration of Medicine Policy managed by SBM
*Educational Visits	✓	LCC Online System - Evolve
Food safety and hygiene	✓	Food Technology Risk Assessment
Outdoor activities	✓	Outdoor Activities Risk Assessment
PE Equipment	✓	PE Activity Risk Assessment/Annual Maintenance Inspection
Pupil handling and restraint	✓	Care and Control Policy/Staff training provided
Pupil movement and flow	✓	Child Protection and Safeguarding Policy/School rules/Staff on duty at Breaks and Lunchtimes
Smoking	✓	Signage for Smoke Free Premises and Staff Handbook
Special needs of pupils (health & safety issues)	✓	PEEP forms in Fire Log Book
Stage and drama activities	✓	PE Activity Risk Assessment
Supervision of pupils	✓	Staff Handbook/Child Protection and Safeguarding Policy
Wearing of jewellery	✓	Staff Handbook/School Website/School Prospectus
Work experience	✓	Visitor Handbook/Induction by C Pearson

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](#).