Buckshaw Primary School and Nursery

Headteacher: Mrs S Price

HEALTH & SAFETY POLICY

FEBRUARY 2026

AUTHOR	Sam Trafford
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'Learning, believing and growing together.'

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- Buckshaw Primary School
- LCC, Maintained Primary School
- School Number: 09015
- Chancery Road, Astley Village, Chorley PR7 1XP

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 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: S.Price	Signed: ABarrow On behalf of the Governing Body
Headteacher's name: Mrs Sarah Price	Chair of Governors name: Mrs Adrienne Barrow
Date: 10th February 2026	Proposed Review date: 10th February 2027

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	Sarah Price, Headteacher Governors Health and Safety Committee
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:	Premises- Mark Robinson, Site Supervisor Kitchen- Gina Brophy, Catering Supervisor Educational Visits- Mark Babcock, SLT
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:	**Premises** – Mark Robinson, Site Supervisor **Fire Safety** – Mark Robinson, Site Supervisor **Emergency Plans** – Sarah Price, Headteacher **Educational Visits** – Mark Babcock, SLT Out of Hours: Key Plus Security 0845 8385 100
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:	Sarah Price, Headteacher Governors Health and Safety Committee
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.	Located within the School office, documents from H&S walk arounds/checks. Also, information within files in the Site Supervisors room.
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

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.	**Premises**- Site Supervisor: Mark Robinson **Kitchen** - Catering Supervisor: Gina Brophy **Educational Visits:** Mark Babcock, SLT Governors Health and Safety Committee
The significant findings of risk assessments will be reported to:	Sarah Price, Headteacher Governors Health and Safety Committee
Action required to remove/control risks will be approved by:	Sarah Price, Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Sarah Price, Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Sarah Price, 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	Sarah Price, Headteacher

event of any significant changes. Responsibility for this rests with:	

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:	Sarah Price, Headteacher Mark Robinson, Site Supervisor John McAndrew (Governor)
Consultation with employees is provided via:	As and when required. Termly walk around school to pick up issues are undertaken. Issues dealt with and fed back to termly Full Governor 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;
- 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:	Mark Robinson, Site Supervisor Sarah Price, Headteacher
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Mark Robinson, Site Supervisor Sarah Price, Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mark Robinson, Site Supervisor Sarah Price, Headteacher
Any problems found with equipment should be reported to:	Mark Robinson, Site Supervisor Sam Trafford, SBM Sarah Price, Headteacher
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mark Robinson, Site Supervisor Sarah Price, Headteacher

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 reception area, or to give employees a copy of the Health and Safety Law leaflet.	Main Reception area Main Office
Health and safety advice is available from:	Sarah Price, Headteacher
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Senior Leadership Team Sarah Price, Headteacher

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:	Sarah Price, Headteacher Amanda Catterall, FSW Sam Trafford, SBM
Job specific training will be provided by:	This will be assessed depending on training required.
Jobs requiring specific health and safety training are:	Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training

	DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people- H&S Team & on-the-job training
Training records are kept by:	Sam Trafford, SBM Carole Rutherford, Admin Assistant
Training will be identified, arranged, and monitored by:	Sam Trafford, SBM

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:	Nursery Classroom Reception Classroom KS1 shared area KS2 shared area Kids Club room
The first aider(s) and appointed person(s) is/are:	Sharon Clarke, Nursery Sharon Biesty, Nursery Jackie Treadwell, Nursery / Kids Club Chloe Halton, Reception Lisa Maguire, KS1 Chelsea Durcan, KS1

	Michelle Reynolds, KS2 Christine Paul, KS2 Sarah Whittaker, KS1 Ruth Crowder, KS1/KS2 Outdoor Learning Anna Mensforth, KS2 / Kids Club Tobi Choi, Welfare Anne Rivers, KS2 Eleanor Greenhough, KS2 Sam Trafford, Office Sarah Price, Headteacher
All accidents and cases of work-related ill health are to be reported to:	Sarah Price, Headteacher
*Health surveillance is required for employees doing the following jobs within the school:	DSE users
Health surveillance will be arranged by:	Sam Trafford, SBM
Health surveillance/records will be kept by/at:	Sam Trafford, SBM in the employee personnel folders,- locked cupboard PPA 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, we will conduct workplace inspections. These are carried out by:	Sarah Price, 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.	See Section: **Health and safety risks arising from work activities** for responsibility details
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:	Sarah Price, Headteacher Mark Robinson, Site Supervisor
Responsible person(s) for investigating work-related causes of sickness absences:	Sarah Price, Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Sarah Price, Headteacher Sam Trafford, SBM Mark Robinson, Site Supervisor
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Sarah Price, Headteacher Sam Trafford, SBM

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:	Sarah Price, Headteacher
Escape routes are checked by/every:	Mark Robinson, Site Supervisor: Weekly
Fire extinguishers are maintained and checked by/every:	LCC PROP: Annually
Alarms are tested by/every:	Mark Robinson, Site Supervisor: Weekly
The emergency evacuation procedure is tested by/every:	Mark Robinson, Site Supervisor: Weekly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Sarah Price, Headteacher Sam Trafford, SBM

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website:	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	School office
Asbestos management plan	√	Site Supervisor – via PAMS
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	School office
Cleaning/caretaking tasks	√	Site Supervisor
Control of contractors	As & when required	Site Supervisor
Control of substances hazardous to health (COSHH)	√	Site Supervisor
Disability access (health and safety implications)	√	School office

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website:	Applicable (√)	Details of where information about the school's arrangements can be found
Display screen equipment and eye tests	√	School office
Driving at work	As & when required	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Site Supervisor
Emergency procedures other than fire, for example flood, services failure	√	School office
Extended school and community use	√	School office
Finger traps (internal and external)	√	Site Supervisor
Fire safety	√	School office
First aid	√	Site Supervisor
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	School office
Health and safety induction (a checklist is available on the health safety and quality website)	N/A	
Infection control, including needles and needlestick injuries	√	School office
Lettings to non-school groups	√	Site Supervisor – via PAMS
Manual handling	√	School office
Minibuses	N/A	School office
Mobile phones (the use of)	√	School office
Personal safety including lone working and violence and aggression	√	School office
Play equipment installations inspections	√	Site Supervisor
Playgrounds and external areas	√	Site Supervisor

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website:	Applicable (√)	Details of where information about the school's arrangements can be found
Ponds and water features	√	Site Supervisor
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	School office
Pupil moving and handling (special needs)	As & when required	
Pregnant employees and nursing mothers	√	School office
Reporting of health and safety concerns/faults	√	School office
Severe weather including winter gritting	√	Site Supervisor/School office
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	√	Site Supervisor
Stress	√	School office
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Site Supervisor
Visitor and volunteers' safety	√	School office
Waste storage and disposal	√	Site Supervisor
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Site Supervisor
Work equipment and machinery	N/A	
Working at height – ladders, access equipment etc	√	School office
Workplace inspection (internal and external)	√	School office

Table of non-occupational health and 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	√	School office
*Educational visits	√	School office
Food safety and hygiene	√	School office
Outdoor activities	√	School office
PE equipment	√	School office
Pupil handling and restraint	√	School office
Grounds maintenance activities	√	School office
Pupil movement and flow	√	School office
School transport	√	School office
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	As & when required	
Smoking	√	School office
Special needs of pupils (health and safety issues)	√	School office
Stage and drama activities	√	School office
Supervision of pupils	√	School office
Technology rooms and equipment	√	School office
Wearing of jewellery	√	School office
Work experience	√	School office

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.