



# Hutton Church of England Grammar School and Sixth Form

## Health and Safety Policy

Reviewed by:	
Date Reviewed:	<b>November 2025</b>
Next Review Date:	<b>November 2027</b>
Adopted by Governors Policy Review Group:	<b>December 2025</b>
Adopted by Full Governors:	<b>December 2025</b>

## HEALTH AND SAFETY POLICY

Name of School: Hutton Church of England Grammar School and Sixth Form

Category of School: Voluntary Aided Secondary School and Sixth Form

School Number:

School Address: Liverpool Road, Hutton, Preston, PR4 5SN

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.

The Governing Body is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

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".

### **Responsibilities**

Hutton Church of England Grammar School and Sixth Form  
Health and Safety, First Aid and Medical Policy

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mrs N Moran - Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Mrs L Barker – School Business Manager Mr C Dickinson, Mr Alty and Mr Brooks - Site staff All Staff
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-ofhours arrangements, educational visits	Mrs N Moran - Headteacher Mrs L Barker – School Business Manager Mr C Dickinson, Mr Alty and Mr Brooks - Site staff Mrs K Massey – EVC Lead
The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Mrs L Barker – School Business Manager Mr C Dickinson, Mr Alty and Mr Brooks - Site staff Governing Body and Trustees
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide 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.</li> </ol>	

## 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:	Trip leaders, Heads of Departments SLT Mrs Barker – School Business Manager Mr C Dickinson – Site Manager
The significant findings of risk assessments will be reported to:	Line managers Heads of Department EVC Mrs N Moran - Headteacher Mrs L Barker – School Business Manager Mr C Dickinson – Site Manager Mrs J Langfield - Catering Manager
Action required to remove/control risks will be approved by:	Mrs L Barker – School Business Manager Mr C Dickinson – Site Manager
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mrs N Moran - Headteacher Mrs L Barker – School Business Manager Mr C Dickinson, Mr Alty and Mr Brooks - Site staff
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mrs N Moran - Headteacher Mrs L Barker – School Business Manager Mr C Dickinson, Mr Alty and Mr Brooks - Site staff
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Mrs N Moran - Headteacher Mrs L Barker – School Business Manager Mr C Dickinson, Mr Alty and Mr Brooks - Site staff Heads of Department

### School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below. (The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)

<b>Occupational Health &amp; Safety Topic/Activity</b>	<b>Applicable (☐)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation		Accident log book
Bodily Fluids (urine; blood; faeces; vomit)		First Aid Room, Staff Shared Area
Catering		School Kitchen
Cleaning/caretaking		Staff Shared Area, Site Office, Main Office
Control of contractors		School Business Manager, Site Manager
Disability access – H&S implications		School Business Manager, Site Manager
Display Screen Equipment and eye tests		School Business Manager
Electrical Safety		Site Manager
Emergency Procedures other than Fire e.g. flood, services failure		Staff Shared Area, School Business Manager, Site Manager
Extended school and community use		School Business Manager, Site Manager
Falling Objects/Safe storage		School Business Manager, Site Manager
Fire Safety		On display in classrooms and staff rooms, the School Business Manager, Site Manager
First Aid		Staff Shared Area, First Aid and Medical Policy, School Business Manager
Gas safety		Site Manager
Hot surfaces, scalds, and burns		First Aider, First Aid Room,
H&S Induction		School Business Manager, Site Manager
Information communication		Staff Shared Area, Staff Handbook
Lettings to non-school groups		Site Manager, School Business Manager
Management and other Health and Safety responsibilities		School Business Manager, Staff Shared Area
Manual Handling		
Minibuses		School Office, Staff Handbook, Staff Shared Area

Mobile phones – use of		Behaviour Policy, Staff Handbook, Staff Use of Social Media policy, Deputy Headteacher
Monitoring		School Business Manager, Site Manager
Needles and needle stick injuries		Staff Shared Area
Personal safety, including lone working, violence and aggression		Staff Shared Area, Line Managers, Senior Leadership Team.
Play Equipment installations and inspections	x	N/A
Playgrounds and external areas		Site Manager, Staff Shared Area

<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (☐)</b>	<b>Details of where information about the school's arrangements can be found</b>
Ponds and Water Features	x	N/A
Premises Management	/	Staff Shared Area
Pupil moving and handling (Special needs)	/	Staff Shared Area, Behaviour Policy, SEND Policy, and Information
Pregnant employees and nursing mothers	/	Staff Shared Area, School Business Manager
Reporting of H&S concerns/faults	/	Staff Shared Area, School Business Manager, Site Manager, First Aider
Risk Assessment and hazard identification	/	Staff Shared Area, School Business Manager, Site Manager
Safety Committee	/	Staff Shared Area, School Business Manager, Site Manager
Safety Representatives	/	School Business Manager, Site Manager
Security of premises	/	Site Manager, Business Manager
Shared use of buildings	/	Site Manager
Slips and trips	/	Site Manager, Business Manager
Stress	/	Staff Handbook
Substances – COSHH	/	Site Office, Catering Manager
Swimming pools	/	Site Manager, Head of PE
Temporary and supply staff	/	School Office, Assistant Headteacher
Training	/	School Business Manager, Assistant Headteacher
Transporting and storing chemicals	/	Site Manager
Vehicle and pedestrian traffic	/	School Business Manager, Site Manager, Staff Handbook
Visitor and volunteers safety	/	School Business Manager, Site Manager
Waste storage and disposal	/	Site Manager
Water hygiene (Legionella, lead, etc.)	/	Site Manager
Work equipment and machinery	/	Site Manager, Head of Design Technology, Head of Science
Working at height – ladders, access equipment, etc.	/	Site Manager
Workplace Inspection	/	Site Manager

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b>	<b>Applicable (□)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	/	Medical and First Aid Policy, School Office, First Aid Room
Educational Visits	/	EVC, Staff Shared area
Food safety and hygiene	/	Catering Manager, Food Technology Teacher
Outdoor activities	/	Head of PE, EVC, Staff Shared Area
PE Equipment	/	Head of PE, Site Manager, Staff Shared Area
Pupil handling and restraint	/	Deputy Headteacher, Behaviour Policy,
Grounds maintenance	/	Site Manager, Staff shared area.
Pupil movement and flow	/	Behaviour Policy, Staff Handbook,
School transport	/	School Office, Staff Handbook, EVC
Science (where not covered by the curriculum safety procedures set down in CLEAPS)	/	Science Department
Smoking	/	Behaviour Policy, Smoke Free School Policy
Special needs of pupils: Health & Safety issues	/	SENDco, Staff shared area, Accessibility Plan, Supporting Students with Medical Conditions policy
Stage and drama activities	/	Head of Performing Arts,
Supervision of pupils	/	Staff Handbook, SLT, Behaviour Policy
Technology rooms and equipment	/	Head of Design Technology
Wearing of jewellery	/	Staff Handbook,
Work experience	/	Careers Lead, Careers Policy

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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [Educational visits](#).

## Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via an union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Site Manager, staff governor
Consultation with employees is provided via:	Email, Discussion of meetings, shared documents

## 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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	Site Manager, School Business Manager, Heads of Department, DT and Science Technicians
Is responsible for ensuring effective maintenance procedures are drawn up	Site Manager, School Business Manager, Heads of Department, DT and Science Technicians
Is responsible for ensuring that all identified maintenance is carried out	Site Manager, School Business Manager, Heads of Department, DT and Science Technicians

Any problems found with equipment should be reported to	Site Manager and School Business Manager
Will check that new equipment meets any required health and safety standards before it is purchased	Site Manager, Business Manager and all those responsible for purchasing equipment in their specialist areas.

### Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Main reception area, classrooms, staff rooms and offices
Health and safety advice is available from:	School Business Manager, Site Manager, Heads of Department
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Senior Leaderships Team, Line Managers,
Health & Safety in shared premises (where applicable)	Head of Department, Line Manager or nominated representative (as appropriate).

### 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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Heads of Department, Senior Leadership team or nominated representative
Job specific training will be provided by:	Heads of Department, Line Managers.

Specific jobs requiring special training are:	Technicians, Cleaners, Site Staff, Catering Staff and any other staff working with specialist equipment or machinery as part of their role.
Training records are kept at/by:	Heads of Department, School Business Manager, Site Manager
Training will be identified, arranged and monitored by:	Heads of Department, Line Managers, Senior Leadership Team, School Business Manager

### 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:	Main Office, First Aid Room, School Kitchen Science, DT, PE
The first aider(s) and appointed person(s) is/are:	List available in the main school office
All accidents and cases of work-related ill health are to be reported to:	Miss Harris – First Aider, School Business Manager, Site Manager, Headteacher, Line Manager
Health surveillance* is required for employees doing the following jobs within the school:	Regular DSE users, Technicians, Cleaners, Site Staff, employees who regularly use specialist equipment or machinery and any members of staff who are pregnant or have a disability
Health surveillance will be arranged by:	Head of Department, Senior Leadership Team, Staff Governor

Health surveillance/records will be kept by/at:	Electronic personnel files
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\* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

## 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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p>Curriculum areas: all staff with a subject responsibility</p> <p>Site Manager, School Business Manager,</p> <p>Headteacher, Senior Leadership Team</p>
<p>Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p>Headteacher, School Business Manager, Site Manager</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>Senior Leadership Team, or nominated representative (as appropriate)</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Senior Leadership Team, Site Manager</p>

## 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:	Headteacher, Deputy Headteacher, School Business Manager, Site Managers
Escape routes are checked by/every:	Site Manager
Fire extinguishers are maintained and checked by/every 6 months	Site Manager
Alarms are tested by Site Supervisor every week (Friday 9am)	Site Manager
The emergency evacuation procedure is tested every:	Every term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Head Teacher, Senior Leadership Team or nominated representative (as appropriate).