

Ashton Community Science College

Health & Safety Policy

Version Control

Named Owner:	Abbie Tannock
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Overview of Amendments to this Version:	Removed S Barness as Union Representative
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HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School - Ashton Community Science College**
- **Category of School - Community**
- **School Number - 06/104**
- **School Address - Aldwych Drive, Ashton, Preston, PR2 1SL**

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 day-to-day 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
- 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, support staff Pay and Conditions and the School Teachers Pay and Conditions Document.

each 5 yearly review by the county council;

Signed:	Signed: On behalf of the Governing Body
Headteacher's name: Sharon Asquith	Chair of Governors name: John Swindells
Date:	Proposed Review date: Autumn 2025

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	School Operations Manager
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>Premises Issues, Fire Safety & Other Emergencies – School's School Operations Manager & Site Supervisor</p> <p>Out-of-Hours Arrangements – School Operations Manager</p> <p>Educational Visits – EVC</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:	Business Manager & School Operations Manager
<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; 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 & Safety Objectives in line with the 'Health and Safety Objectives, Planning and Management review procedure', found on the School Portal.

Examples of objectives might be:

- a % reduction in accidents will be achieved by changes to lunchtime supervision on the 3G pitch;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- raising health & safety awareness by using the County Council's e-learning courses and weekly staff bulletin.

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.	School Operations Manager Site Supervisor ICT Manager Science Technician Technology Technician Head of PE Grounds Staff
The significant findings of risk assessments will be reported to:	The Headteacher & Business Manager
Action required to remove/control risks will be approved by:	The Headteacher & Business Manager
The responsibility for ensuring the action required to reduce risks is implemented is that of:	School Operations Manager Site Supervisor ICT Manager Science Technician Technology Technician Head of PE Grounds Team
Checking that implemented actions have removed/reduced the risks is the responsibility of:	School Operations Manager
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:	School Operations Manager Site Supervisor ICT Manager Science Technician Technology Technician Head of PE Grounds Team

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, Support Staff Pay and Conditions Documents, 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:	J Pugh NASUWT (H&S)
Consultation with employees is provided via:	Faculty meetings, staff briefings, staff meetings, notes for the week and emails.

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 meetings when health and safety items would require attendance.

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:	Site Supervisor/Grounds Man
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Site Supervisor/Grounds Man
Responsible person(s) for ensuring that all identified maintenance is carried out:	Site Supervisor/Grounds Man
Any problems found with equipment should be reported to:	Site Supervisor/Grounds Man
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Site Supervisor/Grounds Man

Information, Instruction and Supervision

Can be found in the following areas:

The Health and Safety Law poster* is displayed at:	Visitor Reception, Student Reception, Staff Room, the Hive
Health and safety advice is available from:	LCC Health & Safety Team Schools Portal Business Manager School Operations Manager & Site Supervisor
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Business Manager, Middle Leader responsible for trainee teachers, School Operations Manager, DSL and SLT.

* 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.

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. Below are our arrangements for training including arrangements for record keeping.

Induction training will be provided for all employees by:	Business Manager, Middle Leader responsible for trainee teachers, School Operations Manager, DSL, appropriate line manager and SLT.
Job specific training will be provided by:	Senior Leader CPD
Jobs requiring specific health & safety training are:	Ladder, COSHH, Manual Handling available on LCC E-Learning.
Training records are kept at/by:	ITT Professional Mentor & ECT Induction Tutor AHT/Senior Leader CPD
Training will be identified, arranged and monitored by:	AHT/Senior Leader CPD

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:	1. Reception 2. Prep Room 3. Attendance Office 4. Business Centre 5. IT Technicians Office *see also first aid posters for further locations
The first aider(s) and appointed person(s) is/are:	Displayed around the building
All accidents and cases of work-related ill health are to be reported to:	School Operations Manager Business Manager Headteacher
Currently Health surveillance is not required for any roles within the school.	N/A
Health surveillance will be arranged by:	Business Manager
Health surveillance/records will be kept by/at:	Business Manager

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	School Operations Manager & Site Supervisor
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being followed, we will: Conduct workplace inspections. These are carried out by:	
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.	School Operations Manager
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:	School Operations Manager & Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Business Manager OHU
Responsible person(s) for acting on investigation findings to prevent recurrences:	School Operations Manager, Business Manager & Site Supervisor
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	School Operations Manager & Site Supervisor

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:	School Operations Manager
Escape routes are checked by/every:	Site Supervisor/monthly
Fire extinguishers are maintained and checked by/every:	Site Supervisor/monthly
Alarms are tested by/every:	Site Supervisor/monthly
The emergency evacuation procedure is tested by/every:	Headteacher/School Operations Manager/Site Supervisor
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Headteacher

Table of Occupational Health & Safety Topics/Activities that apply

Please find in appendix a list of health and safety topics/ activities and details of where further information can be found. The following index can be referenced for abbreviations.

Index Reference for Table of H&S Topics	Detail	Relevant member of staff
SSO	Site Supervisors Office	Site Supervisor
S3	Section 3 Statement Staff Handbook / Section 27	School Operations Manager
S27	Section 27 / H&S Section of the Staff Handbook	School Operations Manager
S4	Section 4 / Policy and Procedure Section of the Staff Handbook	Various
OP MG	Main Office	School Operations Manager
I	Induction	School Operations Manager/Site Supervisor/ITT Professional Mentor & ECT Induction Tutor
P	PAMs Premises Manager Area on the Portal – limited access	Site Supervisor
Op Mgr	Lettings	School Operations Manager
S7	Section 7 Teaching and Learning Section of the Staff Handbook	Assistant Headteacher Teaching and Learning
SHB	Staff Handbook Guidance For Staff	Various
PR	Prep Room	Senior Science Technician
CDT	CTD Tech Room	Technology Technician
S9a	Section 9a Care Plans Staff Handbook	DSL safeguarding
CLS	Curriculum and Learner Support	SENCO
GFSWP	Section 6 Staff Handbook Guidance for safer working practice document	Safer Recruitment Consortium
Kitchen	Catering related queries	Kitchen Manager

Table of Occupational Health & Safety Topics/Activities that apply
Appendix A

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	√	S3 / G
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	S3
Catering	√	Kitchen
Cleaning/caretaking	√	S3
Control of contractors	√	S3
Disability access (health & safety implications)	√	S4
Display Screen Equipment and Eye Tests	√	OP MG
Driving at Work	√	S27
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	SSO / P / I
Emergency Procedures other than Fire e.g. flood, services failure	√	S4
Community use	√	LO
Fire Safety	√	S3 / SHB
First Aid	√	S3
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	SSO / P
Health & Safety Induction (checklist available on web site)	√	OP MGR
Lettings to non-school groups	√	LO
Manual Handling	√	S3
Minibuses	√	S7 / SHB

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
Mobile phones (the use of)	√	SHB
Needles and needle stick injuries	√	S3
Personal safety including lone working and violence and aggression	√	I / S4
Playgrounds and external areas	√	SSO
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	SSO / P
Pupil moving and handling (special needs)	√	S27
Pregnant employees and nursing mothers	√	OP MG / HR FILES
Reporting of health & safety concerns/faults	√	S3 / SHB
Slips and trips	√	S27
Stress	√	OP MGR
Substances – COSHH	√	S27 PR (Science Specific assessments) SSO (Cleaning Specific assessments)
Vehicle and pedestrian traffic	√	S27
Visitor and volunteers safety	√	SHB/ S4
Waste storage and disposal Clinical Offensive / Hygiene Chemical WEEE (Waste Electrical and Electronic Equipment)	√	S27

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
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	SSO / P
Work equipment and machinery	√	CDT
Working at height – ladders, access equipment etc.	√	S3 / I
Workplace Inspection	√	SSO

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	√	I / S9a / CLS
Educational Visits / Outdoor activities	√	SHB / I / S4 / GFSWP
PE Equipment (Maintenance)	√	P
Pupil handling and restraint	√	GFSWP / I / S3
Grounds maintenance activities (see also contractors)	√	P / S3
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	PR
Smoking	√	S3 / I / S27
Special needs of pupils health & safety issues	√	S4 / CLS
Supervision of pupils	√	SHB
Wearing of jewellery	√	SHB
Work experience	√	S4

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](#).