

Title:	Health & Safety Policy
Version:	11.0
Author / Role	County Model Policy – Liz Ascroft, Business Manager
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Ratified By	Premises Health and Safety Committee
Ratification Date	14 October 2026
Next Review Required	01 August 2027

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics, and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

HEALTH AND SAFETY POLICY

Incorporating the local health and safety arrangements for:

- **Name of School – Astley Park School**
- **Category of School - Special**
- **School Number - 09130**

This policy sets out the school's statement of intent, responsibilities and arrangement for managing health and safety. It is based on the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated health and safety 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 and is accountable for health and safety duties. 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.

The school will promote a positive and proportionate health and safety culture, led by the headteacher, governing body and senior leaders. As the person(s) 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 local arrangements at least annually and sooner following significant changes.
- 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:	Signed: On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:
Date:	Proposed Review date:

School's Commitment

To meet the requirements of this Policy Statement, the headteacher, governing body and/or their nominated representative(s) will:

a) ensure health and safety is recognised as part of the school's culture, values and performance standards;
b) draw up and implement appropriate health and safety procedures for the school;
c) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
d) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
e) 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;
f) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
g) comply with appropriate directions given by the county council on health and safety requirements; and,
h) 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.

Responsibilities

Responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	Karen Wells, Acting Headteacher
The person with delegated responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	Liz Ascroft, School Business Manager, Caron Speakman, Site Supervisor, Ian Makinson, Site Supervisor
The body responsible for vetting and approving contractors and providing premises management services is:	Eric Wright Construction in conjunction with Liz Ascroft, School Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas, for example premises, fire safety out-of-hours arrangements, educational visits:	Premises - Liz Ascroft, School Business Manager Fire – Ian Makinson and Caron Speakman, Site Supervisors Eductional Visits – Natasha Ruane and Caroline Slattery, EVC Co-ordinators
Health and safety objectives for the school will be developed and monitored by: Health and safety objectives may be identified through consideration of the findings from accident/incident investigation, consultation with employees and other interested parties, review of risk assessments, the outcomes of workplace inspections, audit findings, health and safety management support, advice from the county council, Department of Education guidance, HSE guidance and other authoritative sources).	Liz Ascroft, School Business Manager
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented, for example as an action plan, and monitored to ensure they are achieved.	School Development Plan – Premises, Health and Safety, Accessibility. Drawn together by Liz Ascroft, School Business Manager
All employees within the school have a responsibility to: 1. Co-operate with the headteacher and 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 significant risks are assessed and proportionate control measures are put in place to protect employees, pupils, contractors, non-employees and anyone else affected by the school's activities. Risk management will focus on real and significant risks, support learning and play and avoid unnecessary paperwork.

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.	Ian Makinson and Caron Speakman – Site Supervisors Class Teams – Class Specific Risk Assessments
The significant findings of risk assessments will be reported to:	Liz Ascroft, School Business Manager
Action required to remove/control risks will be approved by:	Karen Wells, Acting Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Governing Board – Premises, Health and Safety Committee
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Karen Wells, Acting Headteacher in conjunction with Liz Ascroft, School Business 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:	Ian Makinson and Caron Speakman, Site Supervisors, in conjunction with Liz Ascroft, School Business Manager. Class Risk Assessments reviewed as and when required by class teams.

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.

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:	Ian Makinson and Caron Speakman, Site Supervisors
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Liz Ascroft, School Business Manager in conjunction with designated staff from Eric Wright
Responsible person(s) for ensuring that all identified maintenance is carried out:	Liz Ascroft, School Business Manager alongside Ian Makinson and Caron Speakman, Site Supervisors
Any problems found with equipment should be reported to:	Liz Ascroft, School Business Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Ian Makinson and Caron Speakman, Site Supervisors and/or Eric Wright

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 Reprographics Corridor
The competent person or source of competent health and safety advice for the school is: (For schools that buy in the health and safety SLA this will be the county councils health and safety team).	Anita Bailey, Lancashire County Council's Health and Safety Team
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Anne Powell, Assistant 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:	Anne Powell, Assistant Headteacher
Job specific training will be provided by:	Karen Wells, Acting Headteacher, Anne Powell, Michelle Miller, Lucy Melling, Assistant Headteachers, Liz Ascroft, School Business Manager
Jobs requiring specific health and safety training are:	COSHH Legionella Asbestos MIDAS Team Teach Health and Safety Modules – Fire Safety, Manual Handling First Aid

Training records are kept by:	Donna Mitchell, Emily Hawkins, Emily Kevan and Megan Neary, Business Support Team.
Training will be identified, arranged and monitored by:	Karen Wells, Acting Headteacher

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:	All classrooms, Business Support Team, Staff room, all vehicles belonging to school.
The first aider(s) and appointed person(s) is/are:	Dawn Mahood Rebecca Grimshaw Liz McGowan Andrea Hand All Teaching Staff and Teaching Assistants are provided with First Aid Training relevant to their designation (Paediatric/Emergency First Aid)
All accidents and cases of work-related ill health are to be reported to:	Liz Ascroft, School Business Manager
Health surveillance is required for employees doing the following jobs within the school:	DSE for all those using a computer for the majority of time in their role.
Health surveillance will be arranged by:	Liz Ascroft, School Business Manager
Health surveillance/records will be kept by/at:	Donna Mitchell, Emily Hawkins, Emily Kevan and Megan Neary,

	Business Support Team via Arbor.

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. Monitoring arrangements will include, where relevant, workplace inspections, accident and incident trends, risk assessment reviews, training records, audit findings, consultation feedback and progress against health and safety objectives. Governors will receive appropriate information to enable oversight of health and safety performance.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	Ian Makinson and Caron Speakman, Site Supervisors.
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:	Liz Ascroft, School Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Liz Ascroft, School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Liz Ascroft, School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Liz Ascroft, School Business Manager, via termly monitoring reports to the Governing Board.

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place, communicated to all concerned, including other users of the premises, and monitored on a regular basis. These arrangements should include fire evacuation, lockdown, severe weather, service failure, security incidents and public health incidents where relevant.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Liz Ascroft, School Business Manager

Escape routes are checked by/every:	Ian Makinson and Caron Speakman, Site Supervisors - weekly
Fire extinguishers are maintained and checked by/every:	Eric Wright Service Level Agreement - annually
Alarms are tested by/every:	Ian Makinson, Site Supervisor - weekly
The emergency evacuation procedure is tested by/every:	Whole School – half termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations for example, lockdown, bomb threat, flood, services failure, severe weather, security incidents and public health incidents, rests with:	Karen Wells, Acting Headteacher

Schools can use this table to identify health and safety arrangements that may apply to their setting and show staff where to find them. The list is a guide only and should be adapted to reflect the school's activities, premises and local arrangements by adding or removing rows. Use the right-hand column to record where each arrangement is kept, such as a link to a Teams folder or directions to a folder on a shelf.

Health and safety arrangements Detailed guidance on all of the topics below is available on the health and safety website.	**Where staff can find information about the school's arrangements for this topic:**
Accident, incident, near miss reporting (webpage)	
• Accident reporting, recording and investigation	All Staff Sharepoint
• Reporting of health and safety concerns/faults	
• Near miss reporting	
Risk assessments (webpage)	
• Control of substances hazardous the health (COSHH)	All Staff Sharepoint
• Site supervisor activities	
• School activities	
• Curriculum including science and technology	
• Premises related	
• Occupational	
Premises management arrangements including; (webpage)	
• Servicing and inspection records (boiler, intruder alarm, fire alarm etc)	All Staff Sharepoint
• PE and indoor play equipment	
• Playground and external area including fixed play equipment ponds and water features	
• Swimming pool (including hire of or temporary pop up)	
• Fire risk assessment and fire safety checks	
• Legionella risk assessment and monitoring	
• Management of contractors	

• Lettings to non-school groups	All Staff Sharepoint
• Trees	
• Disability - health and safety considerations for building users for example personal emergency evacuation plans.	
• Visitor and volunteers' safety	
Emergency arrangements	
• First aid	All Staff Sharepoint
• Fire evacuation	
• Lockdown	
• Other emergencies such as loss of services or flood	
Transport	
• Mini buses	All Staff Sharepoint
• Driving for work	
• Vehicle movement, car parking and vehicle/pedestrian segregation on site	
Health	
• Allergies	All Staff Sharepoint
• Administration of medication	
• Use of display screen equipment	
• Infection control	
• Work-related stress	
Occupational	
• Personal safety including violence and aggression	All Staff Sharepoint
• Work equipment and machinery	
• Working at height – ladders, access equipment etc	

• Pupil moving and handling (special needs) and pupil handling and restraint	
Educational visits	
Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.	All Staff Sharepoint