



Haslingden High School and Sixth Form

Health & Safety Policy

Incorporating the Local Health and Safety Arrangements for:

- o **Name of School: Haslingden High School & Sixth Form**
- o **Category of School: Secondary Comprehensive**
- o **School Number: 14/109**
- o **School Address: Broadway, Haslingden, Lancashire, BB4 4EY**

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 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 health 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 reviews 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:	Signed:
	On behalf of the Governing Body
Headteacher's name: Mr Russell Clarke	Chair of Governors' name: Mr Lee Robinson
Date: 20 October 2025	Proposed Review date: October 2026

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Mr R Clarke, Headteacher</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p>Mrs K Scott, Business Manager</p>
<p>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>	<p>Mrs K Scott, Business Manager Mr H Lord, Assistant Headteacher & Head of Upper School Mr R Mercer, Assistant Headteacher & Head of Lower School Ms L Marsden, Assistant Headteacher & Director of Sixth Form Mr J Maycock, Head of Year 7 Mr D Robinson, Site Manager Mr K Kearney, Site Manager</p>
<p>The Health & Safety Objectives* for improvement 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, other schools, Health & Safety Executive. These will be tailored to meet the needs of the school by:</p>	<p>Mrs K Scott, Business Manager</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g., as an action plan, and monitored to ensure they are achieved.</p>	<p>Within the School Development Plan or in the minutes of Governors, SLT or Staff meetings.</p>
<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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. Adhere to either the School Teachers Pay and Conditions Document or the Support Staff NJC Terms and conditions both of which provide information with regard to professional duties including 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:	<p>– School and staff focus - Mrs K Scott, Business Manager.</p> <p>– Pupil focus – Mr H Lord/Mr R Mercer/Mr J Maycock/Ms L Marsden. Mrs T Sanderson, Pastoral Support Manager (Y7,8,9)/Mrs A Boden, Pastoral Support Manager (Y10&11). Mr H Lord – Educational Visits.</p>
The significant findings of risk assessments will be reported to:	<p>Mr R Clarke, Headteacher Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager</p>
Action required to remove/control risks will be approved by:	<p>Mr R Clarke, Headteacher</p>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<p>Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager</p>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<p>Mrs K Scott, Business Manager Health & Safety Working Party/Governors</p>
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:	<p>Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager Mr A King, Head of Science Mr P Charles, Head of Technology</p>

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or 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 in the table below.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Business Manager
Asbestos Management Plan	√	Site Office, Business Manager
Bodily Fluids (urine; blood; faeces; vomit)		Business Manager
Catering	√	Catering Manager
Cleaning/caretaking	√	Business Manager, Cleaning Manager, Site Managers
Control of contractors	√	Business Manager, Site Managers
Disability access – H&S implications	√	Business Manager, Site Managers
Display Screen Equipment and eye tests	√	Business Manager
Electrical Safety	√	Business Manager, Site Managers
Emergency Procedures other than Fire e.g., flood, services failure	√	Emergency Response Plan
Extended school and community use	√	Business Manager, Site Managers
Falling Objects/Safe storage	√	Site Managers, Cleaning Managers, all staff
Fire Safety	√	Business Manager's office
First Aid	√	Business Manager, LSF
Gas safety	√	Business Manager, Site Managers
Hot surfaces, scalds and burns (school kitchens)	√	Catering Manager
Induction	√	Office Manager
Information communication	√	Business Manager

Lettings to non school groups	√	Business Manager, Site Managers
Management and other Health and Safety responsibilities	√	Headteacher
Manual Handling	√	Site Managers, Cleaning Managers, Business Manager
Minibuses	√	Site Managers, Business Manager
Mobile phones – use of		Headteacher, SLT
Needles and needle stick injuries	√	Business Manager, Site Managers, First Aid Trained Personnel
Personal safety including lone working and violence and aggression	√	Headteacher, Business Manager, Site Managers
Playgrounds and external areas	√	Business Manager, Site Managers
Premises Management	√	Business Manager & Portal (PAMS)
Pupil moving and handling (Special needs)	√	Learning Support Faculty
Pregnant employees and nursing mothers	√	Business Manager & Office Manager
Reporting of H&S concerns/faults	√	Business Manager, Site Managers, Office Manager
Risk Assessment and hazard identification	√	Business Manager, Site Managers, Pastoral Team, SLT
Safety Committee	√	All
Safety Representatives	√	H&S Policy
Security of premises	√	Business Manager, Site Managers
Slips and trips	√	All
Stress	√	Business Manager
Substances – COSHH	√	Cleaning Managers, Catering Manager, Head of Science, Head of Technology and Technicians
Temporary and supply staff	√	Office Manager, Cover Manager
Training	√	Assistant Head CPD & CPD Manager
Transporting and storing chemicals	√	Head of Science, Head of Technology, Catering Manager, Cleaning Managers, Site Managers
Vehicle and pedestrian traffic	√	Site Managers
Visitor and volunteers safety	√	Headteacher, Business Manager
Waste storage and disposal	√	Site Managers, Cleaning Managers
Water hygiene (Legionella, lead etc.)	√	Business Manager, Site Manager
Work equipment and machinery	√	Site Managers
Working at height – ladders, access equipment etc.	√	Business Manager, Site Manager
Workplace Inspection	√	Governors, Headteacher, Business Manager, Site Managers.

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Student Pastoral & Support staff
Educational Visits	√	EVC Officers
Food safety and hygiene	√	Catering Manager
Outdoor activities	√	Head of PE
PE Equipment	√	Head of PE, PE teachers, Business Manager
Pupil handling and restraint	√	Headteacher, Deputy Headteacher – Care, Support & Guidance.
Grounds maintenance	√	Business Manager, Site Managers
Pupil movement and flow	√	Headteacher, SLT
School transport	√	Business Manager & web site
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	√	Head of Science, Science Technicians
Smoking	√	Deputy Headteacher – Care, Support & Guidance & website
Special needs of pupils Health & Safety issues	√	SENCo
Stage and drama activities	√	Head of Expressive Arts Faculty
Supervision of pupils	√	Headteacher, SLT, Pastoral Support Team
Technology rooms and equipment	√	Head of Technology
Wearing of jewellery	√	Deputy Headteacher – Care, Support & Guidance
Work experience	√	Assistant Headteacher (SFI)

The school will also consider 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 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:	Health & Safety Working Party: Headteacher, Mr R Clarke Governor, Mrs J Turner Business Manager, Mrs K Scott Site Manager/H&S Representative, Mr D Robinson
--	---

Consultation with employees is provided via:	Annual site inspection Individual staff appraisals, staff risk assessments, review of documents, team meetings, circulation of draft documents for consultation, SLT meetings, staff weekly bulletin.
--	--

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.

Is responsible for identifying all equipment/plant needing maintenance	Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager Mrs Jackman & Mrs Haworth, Acting Catering Managers – or Mrs Scott, Business Manager Mr S Wilson, Cleaning Manager
Is responsible for ensuring effective maintenance procedures are drawn up	Mrs K Scott, Business Manager
Is responsible for ensuring that all identified maintenance is carried out	Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager Mr S Wilson, Cleaning Manager
Any problems found with equipment should be reported to	Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager Mrs Jackman & Mrs Haworth, Acting Catering Managers – or Mrs Scott, Business Manager Mr S Wilson, Cleaning Manager
Will check that new equipment meets any required health and safety standards before it is purchased	Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager Mr S Wilson, Cleaning Manager

Information, instruction, and supervision

The Health and Safety Law poster* is displayed at:	Staff room; Main kitchen
Health and safety advice is available from:	Mrs K Scott, Business Manager Catherine Simpson, LCC H&S Advisor
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	Mr R Clarke, Headteacher Mrs K Scott, Business Manager Mrs S Ridgway, Headteacher's P.A. Mrs S Finney, 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. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Mr R Clarke, Headteacher Mrs K Scott, Business Manager Mrs S Ridgway, Headteacher's P.A. Mrs S Finney, Assistant Headteacher
Job specific training will be provided by:	Departmental Line Managers
Specific jobs requiring special training are:	Working at height, manual handling, handling catering equipment, handling chemicals, workshop tool management.
Training records are kept by:	Mr R Clarke, Headteacher Mrs K Scott, Business Manager Mrs S Ridgway, Headteacher's P.A. Mrs S Finney, Assistant Headteacher Line Managers Staff Appraisal Documents
Training will be identified, arranged and monitored by:	Mr R Clarke, Headteacher Mrs K Scott, Business Manager Mrs S Ridgway, Headteacher's P.A. Mrs S Finney, Assistant Headteacher Line Managers Staff Appraisal Documents

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:	Medical Room in Greens Lane
The first aider(s) and appointed person(s) is/are:	List of qualified staff maintained by Mrs K Scott, Business Manager Rota maintained by Student Services
All accidents and cases of work-related ill health are to be reported to:	Mrs K Scott, Business Manager
Health surveillance is required for:	All staff on appointment; DSE users; Any staff identified with ongoing health issues as identified in initial appointment health assessment, return to work interviews; Occupational Health assessments following sickness absences from work.
Health surveillance will be arranged by:	Mrs K Scott, Business Manager Mrs S Ridgway, Headteacher's P.A.

Health surveillance/records will be kept by/at:	Staff Personnel files held by: Mrs S Ridgway, Headteacher's P.A. Health & Safety Records held by: Mrs K Scott, 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 being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	Mrs K Scott, Business Manager, Mr D Robinson, Site Manager Mr K Kearney, Site Manager Union Representatives Mrs K Scott, Business Manager
Responsible person for investigating accidents - e.g., road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Quality Team if necessary	Mr R Clarke, Headteacher Mrs K Scott, Business Manager
Responsible person for investigating work-related causes of sickness absences.	Mr R Clarke, Headteacher Mrs K Scott, Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence.	Mr R Clarke, Headteacher Mrs K Scott, Business Manager

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:	Mrs K Scott, Business Manager Mr D Robinson, Site Manager Mr K Kearney, Site Manager
Escape routes are checked by/every:	Mr D Robinson, Site Manager Mr K Kearney, Site Manager On a daily basis
Fire extinguishers are maintained and checked by/every:	Target Fire & Safety – bi-annually
Alarms are tested by/every:	Mr D Robinson, Site Manager Mr K Kearney, Site Manager Weekly

The emergency evacuation procedure is tested every:	Whole School - termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Mr R Clarke, Headteacher