Whartons Primary School
Health & Safety Policy

Date of Policy: **March 2022**

Member(s) of staff Responsible: **Julia Dickson**

Review Date: **March 2023**

The Whartons Primary School

Health and Safety Policy

Name of School:	**The Whartons Primary School**
Member of staff responsible:	**Headteacher**
Date of Policy:	**March 2022**
Review Date:	**March 2023**

Rationale:

In developing this policy we have taken account of the **'Every Child Matters'** agenda which identifies the following outcomes :

Children should be emotionally and mentally healthy **(Be Healthy)**
Safe from bullying ……. **(Stay Safe)**
Achieve personal and social development …… **(Enjoy and Achieve)**
Attend and enjoy school **(Enjoy and Achieve)**
Develop positive relationships and choose not to bully……. **(Make a positive contribution)**
Develop self-confidence **…… (Make a positive contribution)**

The Whartons Primary School

Aims:
Section 1 The Policy Statement

The following statement sets out the health and safety objectives for The Whartons Primary School with the aim of ensuring best practice in the management of health and safety.

The Whartons Primary School

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in the light of new legislation and other changing circumstances.
- Will review this Health and Safety Policy document annually
- Will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents.

Signed:

Chair of Governing Body **Headteacher**

Dated _____**20** _____**20**

Section 2 : Organisation and Responsibilities

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below :

1.0 The Governing Body

The Governing Body has responsibility for ensuring that the LEA Health and Safety Policy is approved for use and that arrangements are in plce for the school to implement it.

2.0 Management Structure

2.1 **The Governing Body** is responsible for strategic health and safety planning and for the periodic review of health and safety performance.

2.2 **The Headteacher** is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy.

2.3 **Members of the School Management Team** are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of management performance against agreed health and safety performance indicators.

2.4 **Heads of Departments** are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

2.5 A **'Competent person'** has responsibility for advising the Headteacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with Education Leeds and Leeds City Council's Health and Safety Officers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Civil Defence Fire Officers.

2.6 **Leeds City Council's Health, Safety and Wellbeing Advisers** are responsible for providing advice and support to schools on all aspects of health and safety.

Section 3

3.0 Implementation

3.1The Headteacher, Governing Body and Senior Management Team, will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all staff (including agency staff) are familiar with, and comply with, the requirements of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and Leeds City Council guidelines and instructions.
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Ensuring that Headteachers, SLT and sub committees of the Governing Body report at least annually to the Full Governing Body on health and safety issues within the school.

3.2 Curriculum Co-ordinators will ensure that :

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Headteacher and Senior LeadershipTeam.
- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessment are implemented.
- Staff (including agency staff) and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- A system to manage health, safety and wellbeing safety within their department is implemented, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used

3.3 Staff (including agency staff)

All staff (including agency staff) are responsible for :

- Complying with the school's Health and Safety Policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the school's Governing Body, Headteacher and Senior Leadership Team in complying with relevant statutory provisions.
- Using all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

3.4 Pupils

All pupils will be responsible for:

- Complying with school rules and procedures
- Taking reasonable care of themselves and others
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher/Headteacher.

3.5 Consultation

There will be full consultation with representatives elected by the Trade Unions recognised by the school and Leeds City Council, regarding the establishment and implementation of all of the school's health, safety and welfare arrangements in accordance with consultation arrangements to be agreed.

Wherever possible this may extend to include pupil representation.

Section 4

4.0 Audit and Review

The principal means used for reviewing the school's Health and Safety Policy will be :

- Audits of health and safety management in individual curriculum areas.
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.

- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

Section 5

The general arrangements and standards required to implement the school's Health and Safety Policy are set out within the Health and Safety Handbook for Schools.

The contents are outlined below :

Safety Management System – Accident reporting and Investigation – Asbestos – Building work contracts – consultation with employees – Contractors – Display Screen Equipment – Educational Visits – Electrical appliances – Emergency evacuations & emergency planning – First-aid – Gas, electric and water services – Glazing – Health and Safety in Design and Technology workshops, textiles and food technology – Health and Safety in Science – Jewellery and other personal effects – Liquefied Petroleum Gas and other temporary heating – Lifting equipment – Lone & isolated working – Manual handling – Medication – Mobile phones – Monitoring processes – New and expectant mothers – Noise – Occupational health – Permits to work – Personal protective equipment – Play areas – Purchasing equipment – Pupils carrying out work activities in school – Risk Assessment – Safe use of ladders, step ladders and trestles – Safe practice in Physical Education – Security and personal safety – School premises safety – Stage Equipment – Stress at work – Substances – Swimming pool safety & water treatment – Training Records – Work at height – Work equipment – Work experience and Young Persons safety – Work related violence – Workplace Health, Safety and Welfare.

Arrangements

1 Safety Management System : Guidance document PG101

Schools should follow the general requirements outlined within the Education Service Advisory Committee document ' Managing Health and Safety in Schools'.

A safety management system will enable schools to implement, monitor and review all aspects of health and safety management. A Safety Management System outlines who has responsibility for undertaking key health and safety tasks, such as risk assessments.

2 Accident reporting and Investigation : Guidance documents PG 103/104

Accidents should be recorded and reported in accordance with the procedure outlined in guidance documents. Accidents should be investigated as soon as possible after occurrence and should be investigated by management of the premises in which the accident happened. Investigation provides reactive monitoring data.

3. Asbestos : Guidance document PG301

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at significant risk of contracting asbestos related disease.

4 Building work contracts : Guidance document PG302

Serious injuries can occur where building work is undertaken. Schools need to ensure that building contractors do not place pupils or staff at risk from their activities. This requires management control of any building work undertaken. The guidance document includes checklists and a hand out sheet outlining basic rules for contractors to follow.

5 Consultation with employees : Guidance document PG105

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. Schools will need to establish mechanisms to ensure that all staff are consulted on any health and safety issue that affects them. This may be achieved by setting up a health and safety committee or by including health and safety as an agenda item on all staff meetings.

6 Contractors : Guidance document PG106

Any contractor working on a school site has to be managed to ensure that they do not import any risks into school without ensuring that suitable precautions are in place and that staff and pupils are informed if they will be affected. Similarly schools must ensure that contractors are not placed at risk from any school activities.

7 Display Screen Equipment : Guidance document PG201

Wherever a member of staff users a computer workstation an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment. Anyone who is classed as a 'user' - i.e. they have no option but to use a computer and use it for at least one hour a day every day – is entitled to an eye or eyesight test that will be paid for by the employer.

8 Educational Visits : Guidance document PG501

The guidance contained with the Handbook for Educational Visits should be followed where any such visits take place. Visits must be planned and well managed; staff leading visits must be competent to lead the visit.

9 Electrical appliances : Guidance document PG401

10 Schools must manage the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment, varying from every year to every four years.

11 Emergency Evacuation and Planning : Guidance documents PG502/503

Systems should be implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the case of the evacuation – e.g. fire and bomb evacuations. Schools should also plan for emergencies. The type of emergency may be loss due to fire, events occurring during an educational visit, loss of electricity, major road traffic accident outside the school gates etc. Arrangements should also be in place to enable normal operation to continue alongside the management of an emergency.

12. First-aid : Guidance document PG504

Details first-aid requirements for schools. Every school must ensure that first-aid is provided to all staff. Provision of first-aid to pupils is part of the common law duty of 'in loco parentis'.

13. Fire Safety : Guidance document PG107

All schools must carry out a fire risk assessment; procedures should also be in place to ensure that alarm systems, fire fighting equipment, lighting etc, is regularly tested and maintained in a good condition.

14. Gas, Electric and Water services : Guidance document PG303

Schools should ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances should be regularly inspected and tested by a CORGI registered gas engineer; mains electricity should be inspected and tested at least once every five years; water services must be maintained in a condition that does not give rise to risk.

15. Glazing : Guidance document PG304

Assessments should be undertaken to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe.

16. Health and Safety in Design Technology : Guidance document PG601

Specific procedures should be implemented within Design and Technology to reduce risks from equipment and processes to a minimum.

17. Health and Safety in Science : Guidance document PG602

Specific procedures should be implemented within Science departments t reduce risks from equipment and processes to a minimum.

18. Jewellery and other Personal Effects : Guidance document PG513

Schools should ensure that they have specific policies relating to the range and type of jewellery and other personal effects that pupils can wear whilst at school as certain items can place children at risk of injury.

19. Liquified Petroleum Gas and other temporary heating : Guidance document PG305

Wherever schools require temporary heating specific criteria need to be addressed prior to introducing supplementary LPG or electric heating.

20. Lifting Equipment : Guidance document PG405

Any equipment used for lifting objects or people must be maintained in a good condition. The frequency for inspection and testing will be in accordance with

legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER)

21. Lone and Isolated Working : Guidance document PG203

Systems should be implemented in workplaces where staff will either work by themselves or in isolated parts of the building to help reduce the likelihood of injuries being caused and to enable assistance to be obtained if required.

22. Manual Handling : Guidance document PG202

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.

23. Medication: Guidance document PG505

Wherever possible arrangements should be made to prevent the need for any medication to be given to any pupil at school, however there will be instances where this is difficult to achieve. Whenever this is likely to occur schools need to ensure that clear procedures are followed to reduce the likelihood that incorrect dosage and incorrect medication will be given.

24. Mobile Phones : Guidance document PG506

Concerns have been raised regarding the installation of mobile phone base stations and the possible ill-health effects caused by the use of mobile phones. Current guidance points to there not being any significant effects yet known to exist, although a precautionary approach is advised.

25. Monitoring Processes : Guidance document PG108

Schools, in common with any other workplace, need to monitor the provision of health and safety within the workplace. This can be achieved by undertaking regular inspections of the premises, investigation and analysis of accidents and audit of systems and procedures.

26. New and Expectant Mothers : Guidance document PG208

Specific assessments need to be carried out whenever a new or expectant mother is at work. The assessments should take into consideration any condition of the work that could adversely affect the mother and/or unborn child.

27. Noise : Guidance document PG510

There are limits contained within the Noise at Work Regulations that should not be exceeded. If they are , specific requirements must be put into place. Noise levels below the statutory limits should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment.

28. Occupational Health : Guidance document PG109

The most important asset to any organisation is its staff. Schools should have regard to ensuring that proactive and reactive strategies are in place in respect to maintaining and promoting good health amongst staff.

29. Permits to Work : Guidance document PG112

High risk activities in schools may, on occasion, require very strict controls. Control can be applied using a permit to work system. A permit will identify the safe conditions and requirements that must be in present before any work can be started and must be signed by a senior manager.

30. Personal Protective Equipment : Guidance document PG111

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, and where it is not possible to provide any other means to reduce risk – e.g. for some cleaning tasks. PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and be maintained in a safe condition.

31. Play Areas : Guidance document PG514

Any play area, and the equipment installed within the area, provided for pupil use must be designed, installed and monitored in accordance with national standards.

32. Purchase of equipment: Guidance document PG406

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

33. Pupils carrying out work activities in school: Guidance document PG507

Measures should be in place to ensure that whenever any pupils are requested to undertake any work activity on behalf of the school suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

34. Risk Assessment: Guidance document PG102

Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place. Specific legislation outlines assessments that need to be made for particular types of activity – such as manual handling, use of display screen equipment, noise, hazardous substances. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified those measures need to be implemented. Assessments should be viewed on a regular basis and at least every year or whenever there is a significant change to the activity or people likely to be affected by it.

35. Safe use of Ladders : Guidance document PG207

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring.

35. Safe Practice in Physical Education : Guidance document PG603

Specific procedures should be implemented within Physical Education departments to reduce risks from equipment and activities to a minimum

36. Security and Personal Safety: Guidance document PG204

The safety and well-being of staff and pupils within schools can be affected by security and personal safety issues. Schools today need to ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

37. School Premises Safety: Guidance document PG110 & 306

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises. Inspections can be carried out using a checklist pro-forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. These guidance documents provide a pro-forma and outline common workplace safety issues that may be found within schools.

38. Stage Equipment: Guidance document PG403

Specific requirements need to be addressed to ensure that equipment usedon and around school is maintained in a safe condition.

39. Stress : Policy and Guidance document PG205

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify the signs of stress and to take early preventative action to deal with the things causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

40. Substances : Guidance document PG508

Substances that are used or are produced as the result of a process that may cause harm to anyone exposed to them must be assessed and have measures taken to reduce the risks presented. Substances can be hazardous to health, such as solvent vapours, and can also have physical characteristics that could cause harm and injury, such as a flammable liquid.

41. Swimming pool Safety : Guidance document PG307 &511

A swimming pool can be a hazardous environment if not suitable managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. A school swimming pool used only by the school does not need to meet every strict requirement imposed on public swimming pools, however there does need to be a suitable operating and emergency plan and staff supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills. The management of pool safety includes the methods used to disinfect and further treat swimming pool water.

42. Training records : Guidance document PG113

Schools should maintain of all training staff have received. A training needs analysis should be carried out for each member of staff and each staff group. Risk assessments should be used to help identify training needs.

43. Work Experience for Pupils & Young Persons' Safety: Guidance document PG512 & PG 507

Systems should be in place to ensure that any establishment accepting any pupil on work experience has informed the pupils parents or guardians about the risks that may be encountered. Checks need to be made to ensure that the organisation to which the pupil is sent complies with health and safety requirements. Young persons must be considered as being at greater risk than adults due to age and maturity. This should be considered whenever a risk assessment is undertaken for anything that may affect a young person or child.

44. Work at Heights : Guidance document Pg209

Any work undertaken over 2 metres must have suitable risk control measures in place. Work at height will include working with ladders (see guidance document PG207) as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

45. Work Equipment : Guidance document PG402 & 404 & 406

Any equipment used at work must be suitable for the purpose for which it ill be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

46. Work Related Violence : Guidance document PG206

Studies have shown that school staff can be subject to incidents of violence from members of the public as well as colleagues. An incident will be violent if the victim perceives it to have been, and can range from verbal insults and verbal abuse to threats with a weapon and physical assault. In addition to the measures that can form part of a school's security and personal safety assessment measures are available to help reduce continued acts of a violent nature.

47. Workplace Health, Safety and Welfare: Guidance document PG306 & 509

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that go further than the Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

48. Off Site Visits – For Guidance see Evolve Risk assessment website and/or speak to Schools EVC Mrs Carolyn Gomes

All staff organising to take children off site must complete a visit form on the Evolve system which will be submitted to the Educational visits co-odinator and then to the Headteacher for approval before the visit takes place.

Please see appendix 1 which details the content of the Health and Safety Handbook for School.
The Health and Safety Handbook for Schools can be accessed via the Leeds Educational Hub