



Lady Elizabeth Hastings' CE VA Primary School

## Health and Safety Policy

### Section 1: General Statement of Health and Safety Policy

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

At Lady Elizabeth Hastings' CE VA Primary School, we will:

- take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by our activities;
- take steps to ensure compliance with all relevant health and safety legislation;
- accept our 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;
- accept that health, safety and welfare are an integral part of all our activities and will take steps to manage these effectively;
- expect all employees and pupils 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;
- acknowledge and actively support 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;
- be committed to regular evaluation and review of our Health and Safety Policy to ensure that our objectives are met and, as necessary, to modify the Policy in the light of new legislation and other changing circumstances.

### Section 2: Organisation and Responsibilities

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

**The Governing Body** has responsibility for ensuring that the LA Health and Safety Policy is approved for use and that arrangements are in place for the school to implement it. The Governing Body is responsible for strategic health and safety planning and for periodic review of health and safety performance.

**The Head Teacher** is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy. The Bursar and Site Manager are key staff with delegated responsibilities for implementing aspects of the health and safety policy. Responsibilities are discharged with regard to 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 in liaison with Leeds local authority, 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.

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

**Children Leeds' Health and Safety Officers** are responsible for providing advice and support to schools on all aspects of health and safety.

### **Section 3: Implementation**

**The Head teacher, Governing Body and Senior Leadership Team** 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 employees 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 departmental 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.
- Reporting annually to the Governing Body on health and safety issues within the school.

**Subject Leaders** must ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Headteacher and Senior Management Team.
- Significant hazards within their subject 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 assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their subject, 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.

**All employees** 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 their management 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.

**All pupils** are 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/ Deputy Head / Head Teacher.

#### **Section 4: Consultation**

There will be full consultation with representatives elected by the Trade Unions recognised by the school and the LA, 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 5: Audit and Review**

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

- Audits of health and safety management
- Reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure compliance with changing legislation or amendments to the Leeds' H&S Policy.

Policy agreed: May 2014

Policy review date: May 2017

## **Appendix:**

**The general arrangements and standards required to implement the school's Policy are set out within the Children Leeds H & S Handbook for schools.**

**Safety Management System:** Guidance document PG101

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

**Accident reporting and Investigation:** Guidance documents PG103/104

Accidents should be recorded and reported in accordance with the guidance documents. Accidents should be investigated as soon as possible after occurrence.

**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.

**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 by rigorous management control of any work. The guidance document includes checklists and basic rules for contractors to follow.

**Consultation with employees:** Guidance document PG105

Employers have a legal duty to consult with all members of staff through a health and safety committee or by including H & S as an agenda item on all staff team meetings.

**Contractors:** Guidance document PG106

Any contractor working 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. Schools must ensure that contractors are not placed at risk from any school activities.

**Display Screen Equipment:** Guidance document PG201

Wherever a member of staff uses 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.

**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. EVOLVE must be used to record the planning of visits and associated RAs.

**Electrical appliances:** Guidance document PG401.

Schools must manage the use and regular testing of electrical appliances.

**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. Schools should also plan for emergencies ( 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 enable normal operation to continue alongside the management of an emergency.

**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'.

**Fire Safety:** Guidance document PG107

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

**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.

**Glazing:** Guidance document PG304

Any glass that is likely to cause injury if it is broken must be either replaced or made safe.

**Jewellery and other Personal Effects:** Guidance document PG513

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

**Liquefied 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.

**Lifting Equipment** Guidance document PG405

Any equipment used for lifting objects or people must be maintained in a good condition.

**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.

**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 (see school Medicine Policy).

**New and Expectant Mothers** Guidance document PG208

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

**Noise** Guidance document PG510

There are limits contained within the Noise at Work Regulations that should not be exceeded.

**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.

**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. It must be suitable for the task and be maintained in a safe condition.

**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.

**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.

**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.

**Risk Assessment:** Guidance document PG102

Any 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, and hazardous substances. A general risk assessment will identify where such other assessments are required. Assessments should be reviewed on a regular basis.

**Safe use of Ladders:** Guidance document PG 207

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.

**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.

**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.

**School Premises safety:** Guidance document PG110 & 306

Regular inspections of the premises should 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.

**Stage Equipment:** Guidance document PG403

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

**Stress:** Policy and Guidance document PG205

An increasing issue within all workplaces is the subject of stress. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early preventive action to deal with the things causing them stress. 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.

**Substances:** Guidance document PG508 Substances that may cause harm to anyone exposed to them must be assessed and have measures taken to reduce the risks presented. (COSHH) 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.

**Training Records:** Guidance document PG113

Schools should maintain records of all H & S training staff have received.

**Work Experience for Pupils & Young Persons' Safety:** Guidance document PG512 & PG507

Any establishment accepting any pupil on work experience should ensure that the pupil's parents are informed about the risks that may be encountered. Checks need to be made to ensure that the organisation to which a pupil is sent complies with H & S requirements. Young people must be considered as being at greater risk than adults due to their age and maturity.

**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 & step ladders (see guidance document PG 207) as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

**Work Equipment:** Guidance document PG402 & 404 & 406

any equipment used at work must be suitable for the purpose for which it will 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.

**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.

**Workplace Health, Safety & 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 the requirements for minimum working space. The majority of the Regulations do, however, apply, and are concerned with health issues 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