

St. Oswald's C of E Primary School

Health and Safety Policy

(Based on Leeds City Council Model Policy)

**Approved by St. Oswald's C of E Primary School
Governing Body on 13 May 2021**

To be reviewed by Governors – May 2022

Health and Safety Policy

Section 1: The Policy Statement

The following statement sets out the health and safety objectives for St. Oswald's C of E Primary School.

St. Oswald's C of E Primary School:

- Will take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities.
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation.
- 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 wellbeing are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
- Is committed to providing the necessary information, instruction and training to all staff 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 light of new legislation and other changing circumstances.
- Will review this health and safety policy document annually.
- Will set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the school.

Signed:

Chair of Governing Body

Headteacher

Dated: 13 May 2021

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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 collective responsibility for ensuring that the Leeds City Council Schools' Health and Safety Policy is adopted and that arrangements are in place for the school to implement it.

The Governors have resolved to adopt the Health and Safety Policy produced by Leeds City Council, subject to changes to reflect arrangements specific to St. Oswald's C of E Primary School.

2.0 Management Structure

2.1 The Governing Body is responsible for strategic health and safety planning and for 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 senior leadership 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 appraisal 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 'Competent person'

The School Business Manager has responsibility as the competent person for:-

- 1 advising the Headteacher(*if the competent person is not the Headteacher*); Governors and Senior Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under, and;
- 2 for liaising with Leeds City Council's Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue 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.

3.0 Implementation

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

- Ensuring adequate resources, in terms of both personnel and finance, 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 responsible managers and staff are competent 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 staff are inducted into the requirements of the health and safety policy and any school and Leeds City Council guidelines and instructions.
- Ensuring that any contractors and sub-contractors who work in school premises 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 Heads of Department / Team Leaders will ensure that:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the Headteacher or Senior Leadership Team.
- Significant hazards within their department are identified with suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments 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 within their department is implemented, which may include a schedule of inspection, service and

maintenance arrangements for equipment and services and 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 all relevant statutory provisions.
- Using all work equipment and substances in accordance with the information, 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 the school's Governing Body, Headteacher and/or Senior Leadership Team 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 or another member of school staff.

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 agreed consultation arrangements.

4.0 Audit and Review

The principal means used for reviewing the school's health and safety policy will be:

- An annual audit of health and safety management across the school.
- 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.

5.0 Arrangements

5.1 Detailed arrangements

Detailed arrangements for delivering this policy can be found in a series of guidance documents set out in the "Health and Safety Handbook for Schools", which define the health, safety and wellbeing management system and describe how specific health, safety and wellbeing risks are controlled. These guidance documents may be supplemented where necessary by local arrangements at school level.

Details of the arrangements for St. Oswald's C of E Primary School are set out below:

5.2 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. A safety management system outlines who has responsibility for undertaking key health and safety tasks, such as risk assessments.

The school's safety management system is set out as follows:

1. **Accident reporting and Investigation** : [Guidance documents PG103 and PG104](#)

Accidents must be recorded and reported in accordance with the procedure outlined in guidance documents. Accidents must 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.

The school uses standard Leeds City Council accident reporting forms which are submitted to the Leeds City Council Health and Safety Team.

2. **Asbestos:** [Guidance document PG301](#)

Agreed by Collective Agreement April 2015

If asbestos has been identified as being within school or presumed to be in school the requirements of the Control of Asbestos Regulations 2007 must be followed. Any part of the building fabric containing or presumed to contain asbestos must not be disturbed until the asbestos within it has been made safe.

Information in relation to the management of asbestos is set out in the Asbestos Policy and also the school's asbestos management file.

3. Building work contracts and contractors: [Guidance document PG302, PG306 and PG112](#)

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.

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.

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 present before any work can be started and must be signed by a senior manager.

The standard Leeds City Council checklist should be used when contractors are engaged by the school to carry out building work or any other work on site.

4. Consultation with employees: [Guidance document PG105](#)

Employers have a legal duty to consult with all members of staff in respect of 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 will be achieved by including health and safety as an agenda item on all staff team meetings.

5. 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.

6. Educational Visits: [Guidance document PG501](#)

The guidance contained with the Handbook for Educational Visits must 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.

The school's Educational Visits Coordinator is Matilda Brown. The online system Evolve is used for all Educational Visits.

7. Electrical appliances: [Guidance document PG401](#).

Schools must manage the use and testing of electrical appliances. The frequency of testing of all electrical appliances will be annual.

Staff should be alert to any visible signs of damage when using equipment and report this to the School Business Manager or Superintendent.

8. Emergency Evacuation and Planning: [Guidance documents PG502/503](#)

Systems must be implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation. Schools must 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.

11. First-aid: [Guidance document PG504](#)

Every school must ensure that first-aid is provided to all staff and pupils.

Staff are trained in emergency first aid at work and paediatric first aid first aid to ensure appropriate levels of cover in school at all times, including for Out of School Hours Care (Ozzie's). Appropriate staff are also trained in dealing with anaphylactic shock and insulin dependent diabetes.

Details on the school's procedures for details with first aid are set out in the first-aid Policy.

A list of first-aid trained staff is found in the first-aid area of the main office.

12. Fire Safety: [Guidance document PG107](#)

All schools must carry out a fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. Procedures must also be in place to ensure that alarm systems, fire fighting equipment, lighting etc, is regularly tested and maintained in a good condition.

The fire alarm is tested weekly by the Site Superintendent.

The fire and emergency lighting equipment is inspected twice-yearly.

An unannounced whole school fire practice is carried out regularly (at least termly).

The fire risk assessment is reviewed annually.

13. Gas Electric and Water services: [Guidance document PG303](#)

Schools must ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances must be regularly inspected and tested by a “Gas Safe” 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.

Water services are inspected monthly.

Gas services and appliances are inspected annually.

Mains electricity is inspected every five years (Fixed Wire Test).

14. 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. The correct standard of glass must be used for the location and use.

15. Health and Safety in Curriculum Areas [Guidance document PG601, PG602, PG603](#)

Procedures carried out and use of specific equipment and materials in curriculum areas including Science, Design and Technology, Art and P.E. should be in accordance with health and safety procedures to reduce the risks which may arise from the use of the equipment and materials and from procedures. All equipment and materials should be used and stored safely.

16. Jewellery and other Personal Effects: [Guidance document PG513](#)

Our school’s uniform policy specifies that pupils should not wear jewellery, other than stud earrings which can be removed in P.E.

Our school’s staff code of conduct specifies that staff should dress appropriately for their role.

17. 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.

18. Lone & 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.

Lone working in our school is rare. Where this does occur, individuals should take responsibility for ensuring that another person is aware of their whereabouts.

19. 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.

20. 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.

The school's procedures on administering medicines is set out in the Medical Policy.

21. New and Expectant Mothers [Guidance document PG208](#)

Assessments need to be carried out wherever 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.

The school will notify staff and parents as appropriate to ensure that new or expectant mothers can make an informed judgement about whether they are safe to be on the school site, for example in the case of infection.

22. Noise [Guidance document PG510](#)

There are limits contained within the Noise at Work Regulations 2005 that should not be exceeded. If they are specific requirements must be put into place. Noise levels below the action levels should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment.

23. 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.

24. 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.

25. Play Areas and P.E. equipment: [Guidance document PG514](#)

Any play and P.E. equipment, provided for pupil use, must be designed, installed and monitored in accordance with British and national standards.

Play areas and P.E. equipment are inspected annually.

26. Purchase of equipment: [Guidance document PG406](#)

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and comply with the relevant regulations and standards.

27. 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.

28. 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 and 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 reviewed 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.

29. Safe use of Ladders: [Guidance document PG 207](#)

Injuries received from the incorrect use of ladders can be severe. Staff should ensure they are aware of the measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring. Training should be provided where appropriate.

30. 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.

The school site is secure during the school day. Visitors must report to the main reception and must sign in and wear a badge whilst on site.

Agreed by Collective Agreement April 2015

31. 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.

Stage equipment will be inspected by the Superintendent, at least annually, to ensure this is in a safe condition.

32. Stress and Mental Health : [Policy and Guidance document PG205](#)

An increasing issue within all workplaces is the subject of stress and mental health. Stress and mental health issues can affect different people in different ways and the causes can vary greatly. School senior leadership team members need to be able to identify signs of stress and mental health issues and to take early preventive 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 or experience mental health issues. Suitable measures must also be in place to enable anyone suffering from stress related symptoms or mental health issues to receive appropriate help and assistance.

Support is available to staff through our school's staff absence insurance provider and LCC H&S and Wellbeing Service.

Our school has a trained designated mental health first aider.

33. 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.

COSHH information is held on file and reviewed as required.

34. Swimming Pool Safety : [Guidance document PG307 & 511](#)

A swimming pool can be a hazardous environment if not adequately managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. Schools must have a suitable operating and emergency plan and staff supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills.

The school uses a Leeds City Council Pool.

A swimming risk assessment is carried out.

Agreed by Collective Agreement April 2015

Information on our school's procedures with regard to swimming visits is set out in the school's Swimming Pool Visits Policy.

35. Training Records: [Guidance document PG113](#)

The school maintains records 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.

36. Work at Heights: [Guidance document PG209](#)

Where a person undertaking work is not on the ground they 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.

37. 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. Work equipment must comply with the requirements of the Provision and Use of Work Equipment Regulations 1998. Equipment must be maintained in a safe condition and taken out of use if it becomes defective. People using equipment must be competent to use the equipment.

38. 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 and pupils. 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.

The school uses standard Leeds City Council physical assault reporting forms which are submitted to the Leeds City Council Health and Safety Team.

39. Workplace Health, Safety & Welfare: [Guidance document PG306 & PG509](#)

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 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