



Health and Safety Policy

This policy is based on the collectively agreed model policy produced by Leeds City Council in 2015.

Section 1: General Statement of Health and Safety Policy

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

At Westgate Primary we:

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others (including visitors) who may be affected by its activities;
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation;
- Accept 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;
- Accept that health, safety and welfare are an integral part of all 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, safety and wellbeing and have regard for the health, safety and wellbeing of others (a summary of which will be found on the back of visitor lanyards and published on the school website);
- Are committed to providing the necessary information, instruction and training to all employees and pupils where applicable;
- 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;
- Are committed to regular evaluation and review of our Health and Safety Policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances;
- Will review this health and safety policy annually;
- Will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents, contained in the Health & Safety Handbook for Schools. These are available from Leeds Education Hub.

This policy will be reviewed on an annual basis.

Signed:

Chair of Governing Body/ committee:

Date: 27/11/20

Headteacher:

Date: 27/11/20

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 of a community or voluntary controlled school has responsibility for ensuring that Leeds City Council Schools' health and safety policy is adopted and that arrangements are in place 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 periodic review of health and safety performance.

2.2 The head teacher 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 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 'Competent Person'

PATRICK WARDMAN (SUPERINTENDENT) has responsibility as the competent person for:-

- 1 advising the Head teacher (*if the competent person is not the head teacher*); 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.

2.5 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: Implementation

3.1 The governing body, head teacher and 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 their responsible managers and employees 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;
- 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 the head teacher, leadership 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 Teachers will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the head teacher or leadership team;
- 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 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 department, 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

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, head teacher 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 the school's governing body, head teacher 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.
- Ensuring that all visitors understand their health & safety obligations as outlined within this policy.

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/ head teacher.

3.5 Kitchen Staff will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the head teacher or leadership team;
- 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 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 department, 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.

3.6 Consultation

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

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

- Annual audits of health and safety management.
- 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: Standards affecting the whole school

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 and staff should refer to the notes as and when required.

- 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
- Fire safety

- o Gas, electric and water services
- o Glazing
- o Health and Safety in Design and Technology workshops, textiles and food technology.
- o Health and Safety in Science.
- o Jewellery and other personal effects
- o Legionella
- o Liquefied Petroleum Gas and other temporary heating
- o Lifting equipment
- o Lone & isolated working
- o Manual Handling
- o Medication
- o Mobile Phones
- o Monitoring processes
- o New and expectant mothers
- o Noise
- o Occupational health
- o Permits to work
- o Personal protective equipment
- o Play areas
- o Purchasing equipment
- o Pupils carrying out work activities in school
- o Risk Assessment
- o Safe use of ladders, step ladders and trestles
- o Safe practice in Physical Education
- o Security and personal safety
- o School premises safety
- o Stage Equipment
- o Stress at work
- o Substances
- o Swimming pool safety & water treatment
- o Training records
- o Work at height
- o Work equipment
- o Work experience and Young Persons' safety
- o Work related violence
- o Workplace Health, Safety And Welfare