

# Health and Safety Handbook for Schools

## **Model Health and Safety Policy For Maintained Schools**

# **Health and Safety Handbook for Schools**

Agreed by Collective Agreement April 2015

This document Policy Statement forms part of a larger document covering all aspects of Health, Safety and Wellbeing and is available electronically on the Leeds Education Hub. This document statement also refers to other policies which are available in school.

***In Foundation and Voluntary Aided Schools the Governing Body has an additional responsibility for producing the school's Health and Safety Policy, although it can resolve to adopt the policy produced by Leeds City Council. If it does adopt the Leeds City Council policy it will have to amend the parts referencing the Schools Health, Safety and Wellbeing Team being responsible for delivering advice, and substitute for the person(s) providing competent advice for the school.***

***The Governors of St Joseph's Catholic Primary School acknowledge the above and confirm that they are the employers.***

***It has been confirmed that VA and Trust schools receive the same information as Maintained Schools where the HR SLA has been purchased. We currently subscribe to the HR SLA at Business Partnership Level and this will also be bought into for 2016/2017 and year after.***

***It is recommended that this policy is reviewed annually in light of any changes to the school status and or changes to Leeds Local Authority provisions for Health & Safety.***

**St Joseph's Health & Safety Policy covering local health and safety issues is at the back of this Leeds City Council Model Health & Safety Policy Statement.**

# Health and Safety Policy

## Section 1: The Policy Statement

The following statement sets out the health and safety objectives for St Joseph's Catholic Primary School, Wetherby.

- 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** \_\_\_\_\_ **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** of a Community or Voluntary Controlled School 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.

### **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'**

Head teacher has responsibility as the competent person for:-

- 1 Advising the 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 available for providing advice and support to [our VA](#) school on all aspects of health and safety, whilst the HR SLA is in force. This would change if the school became part of an Academy or Trust in that a separate SLA would be required for Health & Safety advice and support.

### **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/ Form Tutor/ 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 agreed consultation arrangements.

## **4.0 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 in individual departments.
- 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 Standards affecting the whole school**

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", available electronically on the Leeds Education Hub 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.

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**ST. JOSEPH'S CATHOLIC  
PRIMARY SCHOOL**



**Barleyfields Road, Wetherby  
West Yorkshire LS22 6PR**

**HEALTH AND SAFETY  
POLICY**

***'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment'***

Created  
Approved  
Amended & Adopted  
Next Review  
Amended & Adopted  
Amended & Adopted  
Next Review

- November 2012  
- February 2013  
- May 2013  
- February 2015  
- May 2016  
- November 2016  
- November 2018



# St. Joseph's Health & Safety Policy



***'This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.***

## **1 Introduction**

- 1.1** At St Joseph's Catholic School the health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff. This policy has been developed being mindful of our aim to provide an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice.

## **2 The school curriculum**

- 2.1** We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.2** We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3** Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education in accordance with catholic teaching (see relevant policies).
- 2.4** We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

- 2.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 2.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use relevant circle time/PSHE activities to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **3 School meals**

- 3.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to subsidised milk each school day. 80% of the food is sourced locally.
- 3.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 3.3 Our school promotes a healthy lifestyle and has the Healthy Schools Award.

### **4 School uniform**

- 4.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 4.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 4.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 4.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

- 4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children to remove these during PE and games.

## **5 Child protection**

- 5.1 The named persons with responsibility for child protection in our school are the headteacher, Miss Louise Milivojevic and Mrs Jayne Ward who liaise with the named governor, Mr Roger Toner. We follow the procedures for child protection drawn up by the LEA and the Governing Body.
- 5.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 5.1 about their concerns.
- 5.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 5.4 We require all adult employees and those who volunteer in school to have their application vetted by the police, (DBS check) in order to check that there is no evidence of offences involving children or abuse.
- 5.5 All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **6 School security**

- 6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 6.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 6.3 All visitors including peripatetic volunteers are given and are required to read a welcome leaflet and safeguarding file which outlines the schools commitment to safeguarding and child protection. The leaflet also highlights health and safety issues such as evacuation procedures and first aid arrangements. They are also required to sign a visitor's book kept by the Business Manager, Pat Goodby.
- 6.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.5 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will

warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

## **7 Safety of children**

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place. An incident book is held by Pat Goodby and any accident is logged. The accident book is reviewed every six months by Harry Chapman and Pat Goodby to see if we can learn from any incidents and use them positively to improve matters for the future. Risk assessments are carried out for all activities and reviewed on a frequent basis.
- 7.2 We do not take any child off the school site without the prior permission of the parent/carer.
- 7.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. First aid boxes are positioned in strategically placed locations; these include outside the Foundation Stage Classrooms, outside the Keystage 1 and Keystage 2 classrooms and in the School Hall. A cupboard of medical supplies can also be found outside the Library. All children's medicines e.g. inhalers, epi-pens etc are clearly labelled for each class with the individual child's name and stored in green first aid boxes in the KS1 shared area.

The following staff at the school have been trained in first aid:

**Paediatric First Aid:** Miss Rebecca Rowe, Mrs Anne Gray, Mrs Alison Reddix

**General First Aid:** Mrs Emma Lowe, Mrs Noreen Frost, Mrs Amanda Hunt

**Playground Supervisors First Aid:** Ms Lesley Gilchrist, Mrs Elaine Flynn, Mrs Gail Morrison, Mrs Joanne Clogg, Ms Emma Hodgeson

**Most teaching staff/teaching assistants have had training in 'Emergency First Aider at Work'.**

- 7.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school Business Manager will telephone for emergency assistance.
- 7.5 We record in the school logbook all incidents involving injury, and in all cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 7.6 There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. (Please see Physical Intervention Policy).

## **8 Fire and other emergency procedures**

- 8.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. **Fire drills are held twice each term.** Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

## **9 Educational visits**

- 9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. The Headteacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed.
- 9.3 The LEA planning checklist will be used to provide assurance that each visit is methodically and suitably planned. (Please see Educational Visits Policy).

## **10 Seat belts**

- 10.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

## **11 Medicines**

- 11.1 Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, prescribed medication may still be required during the school day for a short period. In such cases parents will be expected to administer the medication themselves, perhaps during the lunch break, after first reporting to the school office.
- 11.2 Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. (Please see Medicine Policy).
- 11.3 Staff involved in administering the medication will receive training, usually from the school nurse. Epipen training is sought when a child presents an epipen.

## **12 Internet safety**

(Please also see Internet Access and Social Networking Policies.)

- 12.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

### **13 Theft or other criminal acts**

- 13.1 The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.
- 13.2 Should any incident involve physical violence against a teacher it will be reported to the headteacher and Chair of Governors, who will support the teacher in question if he or she wishes the matter to be reported to the police.

### **14 The health and welfare of staff**

- 14.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our Appraisal Policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.
- 14.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LEA's protocol on school and the police.

### **15 Monitoring and review**

- 15.1 The governing body has a named governor with responsibility for health and safety matters: Harry Chapman. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure, together with the premises committee, that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school's procedures are in line with those of the LEA.
- 15.2 Harry Chapman and Pat Goodby will carry out regular risk assessments, with the object of keeping the school environment safe.
- 15.3 The headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors annually on health and safety issues.
- 15.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.