Health and Safety Handbook for Schools.

OULTON
PRIMARY SCHOOL

Health and Safety Policy For Maintained Schools.

Agreed at Focus Group with Trade Unions on: 16th September 2022

Leeds
CITY COUNCIL

Health and Safety Policy

Section 1: The Policy Statement.

The following statement sets out the health and safety objectives for Oulton Primary School.

Oulton 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 include mental and emotional as well as physical health, safety and wellbeing.
- 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.

Agreed and adopted by Oulton Primary School Resources Committee: 27/06/2024

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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 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'

Oulton Primary School 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.

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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.

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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.

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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", 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.

See pages below for list of PG documents.

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Appendix 1: List of all Policy Guidance Documents to support the Health & Safety Policy for Schools.

Section 1 – Safety Management	
PG101	Safety Management System
PG102	Risk Assessment
PG103	Accident & Violent Incident Reporting and Investigation
PG105	Consultation with Employees
PG106	Guidance on the Selection & Management of Contractors
PG108	Monitoring of Health and Safety Processes
PG110	School Premises Inspections
PG111	Personal Protective Equipment (PPE)
PG112	Permit to Work
PG113	Training & Record Keeping

Section 2 – Staff Safety	
PG201	Display Screen Equipment (DSE)
PG202	Manual Handling
PG203	Lone & Isolated Working
PG204	Security & Personal Safety
PG205	Guidance on Stress
PG206	Dealing With Violence at Work
PG207	Safe use of Ladders & Step Ladders
PG208	New & Expectant Mothers
PG209	Work at Height
PG210	Use of Laptops & Computers

Section 3 – Premises Safety	
PG301	Managing Asbestos in Non-Domestic Buildings
PG302	Building Work Contracts
PG304	Glazing Safety
PG305	Alternative Heating Provisions
PG308	Handling, Storage and Use of Compressed Gas Cylinders
PG309	Managing Snow and Ice on School Premises
PG310	Schools Hydrotherapy Pool Safe Operating Procedure

Section 4 – Equipment Safety	
PG401	Guidance on Electrical Appliances
PG402	Provision and Use of Work Equipment and Purchase of Equipment
PG403	Stage Equipment
PG404	Work Equipment Purchase and Inspection
PG405	Lifting Equipment
PG407	Outdoor Play Equipment

Section 5 – General School Safety	
PG501	Vehicle Movement on School Premises
PG504	Guidance on First Aid Requirements in Schools
PG508	COSHH

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PG509	Workplace Health, Safety and Welfare
PG510	Managing Noise in Schools
PG512	Pupil Work Experience
PG518	Individual Pupil Risk Assessment (IPRA)
PG520	Guidance On Prevention of Slips, Trips and Falls
PG521	Guidance on Dealing with Pupils Who Abscond
PG523	Guidance on the Use of Withdrawal and Seclusion
PG524	Supervision of Primary School Playgrounds

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