



# Health and Safety Policy

Last Reviewed	March 2022
Next Review Date	March 2024
Ratified by the Trustee Board	March 2023

# HORSFORTH SCHOOL

## Health and Safety Policy

### 1 Aims

The aims of the School's Health and Safety Policy are as follows:

- Set out the health and safety objectives for the school
- Detail the structure for the management of health and safety and responsibilities for senior managers and employees.

### 2 Context

It is recognised that the Trustees of Horsforth School have a statutory duty under the Health & Safety at Work Act 1974, and associated legislation, to provide a healthy and safe environment for all users of the premises. This duty extends to those persons for whom the school and its employees provide services or to others engaged to provide services to the school.

Horsforth School operates within guidance and procedures set out by the Department for Education.

### 3 Evaluation

This policy will be evaluated annually by the Trustee Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

### 4 Authors

This policy has been updated by LVR in February 2023.

### 5 Procedures

Procedures relating to this policy are appended as follows:

- Appendix 1 Procedures
- Appendix 2 Generic Risk Assessment Template
- Appendix 3 Accident Reporting Form
- Appendix 4 Near Miss Form
- Appendix 5 Linked Policies

## Appendix I      Procedures

### Health and Safety Objectives

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

Horsforth School:

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts 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.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects 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.
- Is committed to providing the necessary information, instruction and training to all employees 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.

### Responsibilities of key personnel

Under the Health and Safety at Work Act 1974, employers have responsibility for the health, safety and welfare of all their employees and others, including visitors and contractors who may be affected by their work activities. Employees too have responsibilities for their own health and safety and that of others who may be affected by their actions or omissions. This section details the health and safety responsibilities for key personnel within Horsforth School.

#### Management Structure

**The Trustee Board** is responsible for strategic health and safety planning, and review of health and safety performance. The Trustee Board will appoint a representative to sit on the Health and Safety working group of Horsforth School.

**The Headteacher** is responsible to the Trustee Board for ensuring the full implementation of the Health and Safety Policy.

**The Leadership Team** is responsible for ensuring that the requirements of this policy and all other legislative requirements are managed and health and safety performance is measured against agreed health and safety performance indicators.

**An External Advisor** is responsible for advising the Headteacher and other members of the Leadership Team in the discharge of their health and safety responsibilities

### **‘Competent Person’**

Leeds City Council has responsibility as the competent person for: -

- Advising the Headteacher; Trustees and Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations made there- under and:
- Liaising with external Health and Safety advisors and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

## **Implementation**

**The Headteacher, The Trustee Board and Leadership Team will:**

- Ensure adequate resources including financial, staffing and others are allocated to ensure the implementation of the Health and Safety Policy and procedures
- Plan, organise and ensure arrangements are in place to eliminate or control significant risks as far as reasonably practicable
- Determine and implement procedures, instructions and guidelines to implement the Schools’ Health and Safety policy
- Ensure through selection, recruitment, training, appraisal and staff development, that its employees are competent to carry out the health and safety duties expected of them
- Ensure effective management within their areas of control through setting health and safety performance standards
- Ensure Health and Safety risk assessments are undertaken, significant findings are recorded and control measures are in place including actions needed and timescales in which to do so, to reduce the risk to the hazards to those who may be affected as far as reasonably practicable
- Ensure all employees are familiar with and comply with the Schools’ Health and Safety Policy and procedures and ensure that all new employees receive a Health and Safety Induction and any specific Health and Safety instructions and guidance appropriate to their role
- Ensure that effective arrangements are in place for the health, safety and welfare of Contractors and Sub contractors
- Establish systems to monitor and review all health and safety arrangement to ensure there are effective and comply with relevant performance standards

- Establish a Health and Safety working group that meets termly to ensure the maintenance of standards. Membership of the working group should consist of
  - Lead Trustee for Health and Safety
  - Director of Business and Finance
  - Director of HR (Health and Safety Lead)
  - First Aid Lead
  - Lead superintendent with responsibility for health and safety

**Curriculum Leaders will:**

- Ensure that suitable and sufficient risk assessments including Workplace, Activities, Equipment, Substances etc. are carried out and that the risks to significant hazards identified are controlled and reduced as far as reasonably practicable
- Ensure that all equipment, substances etc. for their work activities are suitable for the purpose for which they are intended, and are used, maintained and stored appropriately
- Ensure that all students are provided with suitable and sufficient information, instruction, training and supervision to enable compliance with the Health and Safety policy, legal standards and guidance
- Implement a system to manage health and safety within their department, including adequate inspection, service, maintenance, accident investigation (including near misses) and performance measurement
- Bring to the immediate attention of the Headteacher and Leadership Team any health and safety matter that they cannot deal with directly.

**Employees will:**

- Be responsible for complying with the Schools' Health and Safety Policy and procedures in accordance with the policy
- Take reasonable care of their health and safety and that of others who may be affected by their acts/omissions
- Use all work equipment, substances and PPE (Personal Protective Equipment) in accordance with the instruction and training they have received, and not use any such equipment or substance that they have not been instructed and trained in how to do so safely
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Follow and comply with all safe working practices and refrain from carrying out any activity whilst unfit to do so
- Report to their relevant supervisor/line manager any health and safety matter or issue of concern that they may have without delay

## **Students will:**

- Ensure that they comply with all School rules and procedures in accordance with their health and safety
- Take reasonable care of themselves and others
- Cooperate with Subject teachers and other school staff instructing them in matters concerning their health, safety and welfare
- Only use equipment, substances, PPE etc. in the manner in which they are instructed
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Report without delay, any hazard or situation which they believe to be dangerous to their Teacher/Form Tutor/Headteacher

## **External Advisor**

The external advisor shall act as the “competent advice” for Horsforth School’s Trustee Board and Leadership Team. This includes an annual health and safety risk audit. An annual review of the performance of the contracted external advisor should be undertaken by the Health and Safety working group.

## **Consultation**

Horsforth School will ensure that full consultation regarding the establishment and implementation of Health and Safety arrangements takes place with recognised Trade Union representatives. This consultation may extend to students wherever possible.

## **Audit and Review**

The principal means used for reviewing the school’s Health and Safety Policy will be:

- Audits of health and safety management in individual areas.
- Termly reports to the Trustee Board 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.

**Risk Assessment:** It is essential that all potential risks are assessed, recorded, and appropriate safety measures implemented. The Director of HR (Health and Safety Lead) will advise on risk assessment procedures upon request. Copies of all non specialist risk assessments are forwarded to the Director of HR in order that appropriate schedules of review can be monitored.

All non specialist risk assessment will be completed using the generic risk assessment template (appendix 1). Copies of all non specialist risk assessments will be held centrally in the Facilities office and copies can be requested from the Director of HR if required.

Risk assessments for trips and visits will be completed electronically using the EVOLVE H & S system. Horsforth School purchases a Service Level Agreement through Leeds City Council Health and Safety Team. All risk assessments completed by the school are checked and approved by the Local Authority.

**Consultation & Communication:** Messages pertaining to health and safety will be announced at the weekly staff briefing if required. When in doubt about any health and safety matter, staff must seek advice from the Director of HR (Health and Safety Lead). All new staff members will also receive health and safety information.

## Appendix 2 – Generic Risk Assessment Template

School Name Horsforth school		Decide who may be harmed (insert ✓):					
		Student		Contractors		Visitors	
Department / Location (if applicable)		Staff		Vulnerable People		Volunteers	
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)			✓	Actions / Comments	Residual Risk Rating H/M/L
<b>Risk Rating Guidance:</b> H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.							

Other Hazards Identified	Additional Control Measures to be Put in Place
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<p>Any other foreseeable hazards that are associated with the activities being carried out to be listed here.</p>					
<p><b>Date of Assessment:</b></p>		<p><b>Carried out by:</b></p>		<p><b>Signature:</b></p>	
<p><b>Date of next review:</b></p>		<p><b>Carried out by:</b></p>		<p><b>Date Review Completed:</b></p>	
<p><b>Also refer to these other relevant risk assessments or safety advice documents:</b></p>					

Appendix 3 – Accident Reporting Form

**HORSFORTH SCHOOL ACCIDENT REPORT FORM**

Accident Reference No:  
*(Facilities Team)*

**ACCIDENT/INCIDENT REPORT FORM**

**PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT**

Full Name:

Department (if applicable)

Job Title:

Other (student, member of the public):  
If Student, Year/Form:

Home Address:

*Including post code*

Post code:

Home Tel No:

DOB:

Sex

**PART B – ABOUT THE ACCIDENT**

Date of Accident/Incident

Time (use 24hr format

Where did  
accident/incident occur?  
Please state room or  
place

Address and location of accident if it did NOT take place on school premises (E.g School Trip)

How did the accident/Incident happen, give cause if you can.

*Continue on a separate sheet if necessary*

If the person suffered any injury say what the injury was, i.e. cut, graze, strain and what part(s) of the body were injured?

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Was the person absent from work/school as a result of the accident?

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What was the accident/incident? **(Please tick only one)**

A fatality	
A major injury or condition i.e fracture or loss of consciousness	
An injury to a student or member of the public where they had to be taken from the scene of the accident to hospital for treatment	
A minor injury or condition	
A violent incident ( <i>physical assault, verbal abuse, threatening behaviour</i> )	
A near miss	

**PART C – ACTIONS TO PREVENT A RECURRENCE**

Risk assessment completed or reviewed? If Yes, by whom:	YES	NO
Please state action taken to prevent recurrence.		

**PART D – ABOUT YOU, THE PERSON COMPLETING THE FORM**

NAME (print):		
Address:		
		Post code
Designation:		

Signature:	Date:
Manager/Headteacher Signature:	Date:

Please return completed form to FACILITIES OFFICE

**FOR OFFICE USE ONLY (Facilities Team)**

Date Received (stamp)	Data entry date	Data entry by (initial)	RIDDOR Reportable?	YES/NO
			RIDDOR Reference	

## Appendix 4 Near Miss Form

Book number	<input type="text"/>	Page number	<input type="text"/>	Date completed	<input type="text" value="DD:MM:YY"/>	Completed report handed to	<input type="text"/>
Book number	<input type="text"/>	Page number	<input type="text"/>	Date completed	<input type="text" value="DD:MM:YY"/>	Completed report handed to	<input type="text"/>

### NEAR MISS REPORT RECORD

Once completed - Remove the report and pass to the person or department named on the front of this book for safekeeping.  
**NB.** The person who had the incident, may wish to make a copy of this form for their own records before handing it in.

1	<b>Details about the person who had the incident</b> Name: <input type="text"/> Address: <input type="text"/> Postcode: <input type="text"/> Occupation: <input type="text"/> Department: <input type="text"/>	<b>Personal data</b> <input type="checkbox"/> <small>Risk the data above if you consent to your details on this form being made available to safety representatives and representatives of employees within your region.</small> Signed: <input type="text"/> Date: <input type="text" value="DD:MM:YY"/>
2	<b>Details about you, the person completing this record</b> Name: <input type="text"/> Address: <input type="text"/> Postcode: <input type="text"/> Occupation: <input type="text"/> Department: <input type="text"/>	<b>Personal data</b> <input type="checkbox"/> <small>Risk the data above if you consent to your details on this form being made available to safety representatives and representatives of employees within your region.</small> Signed: <input type="text"/> Date: <input type="text" value="DD:MM:YY"/>
3	<b>About the incident</b> - Please continue on the back of this book if you need more space. First incident occurred: <input type="text"/> Date of incident: <input type="text" value="DD:MM:YY"/> Where the incident occurred - State location: <input type="text"/> What happened: <input type="text"/> Cause - if known: <input type="text"/>	
4	<b>Corrective actions</b> What steps should be taken to prevent a recurrence of this incident? <input type="text"/>	
5	<b>Sign and date</b> Person filling in the record Name: <input type="text"/> Signed: <input type="text"/> Date: <input type="text" value="DD:MM:YY"/> Person who had the near miss incident (as confirmation they consent with the recorded incident) Name: <input type="text"/> Signed: <input type="text"/> Date: <input type="text" value="DD:MM:YY"/>	
6	<b>For the employer only</b> Complete this box if the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Has data 2 reported? <input type="text"/> Name: <input type="text"/> Signed: <input type="text"/> Date: <input type="text" value="DD:MM:YY"/>	
7	This section should be signed by the Data Protection Officer (DPO) or a named contact to acknowledge receipt of the recorded report and that it has not be stored in accordance with GDPR. Name: <input type="text"/> Signed: <input type="text"/> Date: <input type="text" value="DD:MM:YY"/>	

## Appendix 5 Linked Policies and Documents

Please read this policy in conjunction with the following policies/documents or guides:

- The First Aid Policy
- No Smoking Policy
- Risk Assessments