



# Health and Safety Policy

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| Last Reviewed                 | March 2024 |
| Next Review Date              | March 2026 |
| Ratified by the Trustee Board | May 2025   |

# 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 ECH in May 2025.

## 5 Procedures

Procedures relating to this policy are appended as follows:

Appendix 1    Procedures

Appendix 2    Linked Policies

## Appendix I Procedures

|           |  |   |
|-----------|--|---|
| Section 1 | Health & Safety Objectives                   | This section provides a statement of H&S objectives for Horsforth School  |
| Section 2 | The school Organisation and Responsibilities | This section gives details of the general organisation and responsibilities for implementing and reviewing the H&S policy   |
| Section 3 | Implementation                               | This section gives details of the structure for the management of health and safety, responsibilities for senior manager, employees and students and the consultation arrangements in place |
| Section 4 | Review and Audit Procedures                  | This section gives details of the arrangements ensuring legislation compliance and external scrutiny  |
| Section 5 | Standards affecting the whole school         | This section contains arrangements in the form of standards for managing health and safety issues which impact across all areas of school activity  |
| Section 6 | Arrangements                                 | This section details safety guidance relevant to the areas covered under health and safety  |

### Section I 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.

## Section 2 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.

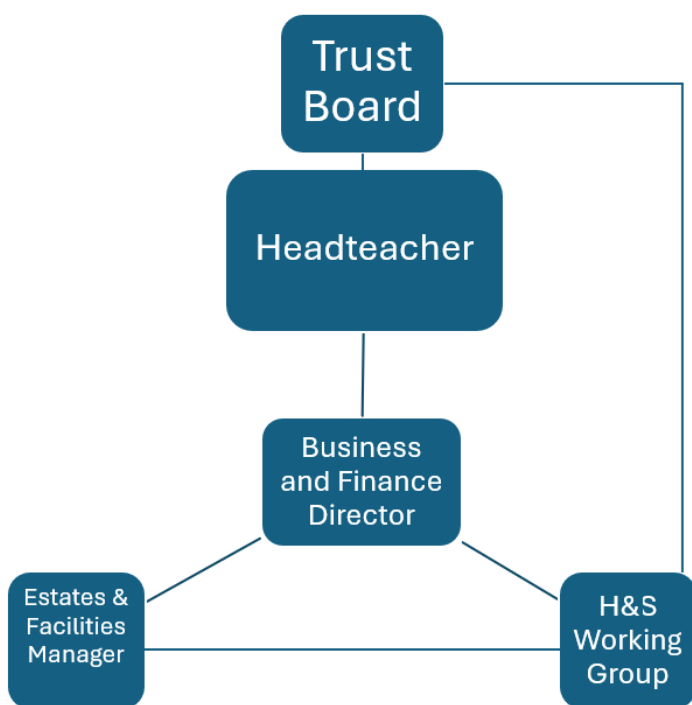
**The Business and Finance Director** is responsible for ensuring that the requirements of this policy and all other legislative requirements are managed properly and health and safety performance is reviewed and reported through to the Health and Safety Working group. The Business and Finance Director oversees the Estates and Facilities Manager.

**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.

Diagram of Health and Safety Responsibility



## **Section 3 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 expectations
- 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 legislation and best practice
- 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 (Responsible to the Headteacher for Health and Safety oversight and implementation of the Health and Safety policy)
  - Director of HR (Staff Lead)
  - First Aid Lead
  - Estates & Facilities Manager (Operational Lead responsible to the Director of Business and Finance) 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 Site Team or 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/Site Team 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 all staff members 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 a member of staff

### **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.

## **Section 4 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 achieved.

**Risk Assessment:** It is essential that all potential risks are assessed, recorded, and appropriate safety measures implemented. The Director of Business and Finance and Estates and Facilities Manager will advise on risk assessment procedures upon request. Copies of all risk assessments are saved in a shared drive and available to all key personnel

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. The are checked and signed by the Director of HR and the Headteacher.

| <b>Risk Assessment Area</b>      | <b>Responsibility</b>          | <b>Reviewer</b>                        |
|----------------------------------|--------------------------------|--|
| Trips & Visits                   | Trip Leader                    | Headteacher                            |
| Curriculum Department activities | Curriculum Leaders             | Estates and Facilities Manager         |
| Site                             | Estates and Facilities Manager | Director of Business and Finance       |
| Catering                         | Executive Chef                 | Director of Catering                   |
| Events and other activities      | Event lead/Activity leader     | Director of Business and Finance       |
| Medical                          | Medical need co-ordinator      | Director of Marketing & Administration |

**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 Estates and Facilities Manager (Health and Safety Operational Lead). All new staff members will be required to complete a Health and Safety induction.

### **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. All guidance notes are saved in the shared drive X:\\_Staff Information\H&S Schools Handbook

- 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
- Gas, electric and water services
- Glazing

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

## **Section 6 Arrangements**

### **1. 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.

**2. Accident reporting and Investigation: Guidance documents PG103/104** Accidents should be recorded and reported in accordance with the procedure outlined in guidance documents. Accidents should 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.

### **3. Asbestos: Guidance document PG301**

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. Any work undertaken that releases

asbestos fibres into the air is placing everyone in the premises at significant risk of contracting asbestos related disease.

4. Building work contracts: Guidance document PG302

Serious injuries can occur where building work is undertaken. 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.

5. Consultation with employees: Guidance document PG105

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

6. Contractors: Guidance document PG106

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.

7. 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.

8. Educational Visits: National Guidance Issued and Followed - Evolve

9. Electrical appliances: Guidance document PG401.

Schools must manage the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment, varying from every year to every four years.

10. Emergency Evacuation and Planning: Guidance documents PG502/503

Systems should 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 – e.g. fire and bomb evacuations.

Schools should 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

Details first-aid requirements for schools. Every school must ensure that first-aid is provided to all staff. Provision of first-aid to students is part of the common law duty of 'in loco parentis'.

12. Fire Safety: Guidance document PG107

All schools must carry out a fire risk assessment; procedures should also be in place to ensure that alarm systems, firefighting equipment, lighting etc, is regularly tested and maintained in a good condition.

13. Gas Electric and Water services: Guidance document PG303

Schools should ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances should be regularly inspected and tested by a CORGI 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.

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.

15. Health and Safety in Design and Technology: Guidance document PG601

Specific procedures should be implemented within Design and Technology departments to reduce risks from equipment and processes to a minimum.

16. Health and Safety in Science: Guidance document PG602

Specific procedures should be implemented within Science departments to reduce risks from equipment and processes to a minimum.

17. Jewellery and other Personal Effects: Guidance document PG513

Schools should ensure that they have specific policies relating to the range and type of jewellery and other personal effects that students can wear whilst at school as certain items can place children at risk of injury.

18. Liquefied Petroleum Gas and other temporary heating: Guidance Document PG305

Wherever schools require temporary heating specific criteria need to be addressed prior to introducing supplementary LPG or electric heating.

19. 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 outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER)

20. 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.

21. 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.

22. Medication: Guidance document PG505

Wherever possible arrangements should be made to prevent the need for any medication to be given to any student 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.

23. Mobile Phones: Guidance document PG506

Concerns have been raised regarding the installation of mobile phone base stations and the possible ill-health effects caused by the use of mobile phones. Current guidance points to there not being any significant effects yet known to exist, although a precautionary approach is advised.

24. Monitoring Processes: Guidance document PG108

Schools, in common with any other workplace, need to monitor the provision of health and safety within the workplace. This can be achieved by undertaking regular inspections of the premises, investigation and analysis of accidents and audit of systems and procedures.

25. New and Expectant Mothers: Guidance document PG208

Specific 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.

26. Noise: Guidance document PG510

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

27. Occupational Health: No longer Required

28. Permits to Work: Guidance document PG112

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.

29. 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.

30. Play Areas: Guidance document PG407

Any play area, and the equipment installed within the area, provided for student use must be designed, installed and monitored in accordance with national standards.

31. Purchase of equipment: Guidance document PG402

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

32. Students 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.

33. 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.

34. Safe use of Ladders: Guidance document PG207

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring.

35. Safe Practice in Physical Education: Guidance document PG603

Specific procedures should be implemented within Physical Education departments to reduce risks from equipment and activities to a minimum.

36. Security and Personal Safety: Guidance document PG204

The safety and well-being of staff and students 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.

37. School Premises safety: Guidance document PG110 & PG509

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises.

Inspections can be carried out using a checklist pro-forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. These guidance documents provide a pro forma and outline common workplace safety issues that may be found within schools.

38. 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.

39. Stress: Policy and Guidance document PG205

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress 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. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

40. 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.

41. Swimming Pool Safety: Guidance document PG307

A swimming pool can be a hazardous environment if not suitably managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. A school swimming pool used only by the school does not need to meet every strict requirement imposed on public swimming pools, however there does need to be a suitable operating and emergency plan and staff supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills. The management of pool safety includes the methods used to disinfect and further treat swimming pool water.

42. Training Records: Guidance document PG113

Schools should maintain 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.

43. Work Experience for Pupils & Young Persons' Safety: Guidance document PG512 & PG507

Systems should be in place to ensure that any establishment accepting any pupil on work experience has informed the student's parents or guardians about the risks that may be encountered. Checks need to be made to ensure that the organisation to which a student is sent complies with health and safety requirements. Young persons must be considered as being at greater risk than adults due to their age and maturity. This should be considered whenever a risk assessment is undertaken for anything that may affect a young person or child.

44. Work at Heights: Guidance document PG209

Any work undertaken over 2 metres 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.

45. Work Equipment: Guidance document PG402 & PG404

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. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

46. 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. 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.

47. Workplace Health, Safety & Welfare: Guidance document PG509 & PG306

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 health 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

## Appendix 2      Linked Policies and Documents

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

- The First Aid Policy
- No Smoking Policy
- Premises Management Documents
- Estates Vision and Strategy