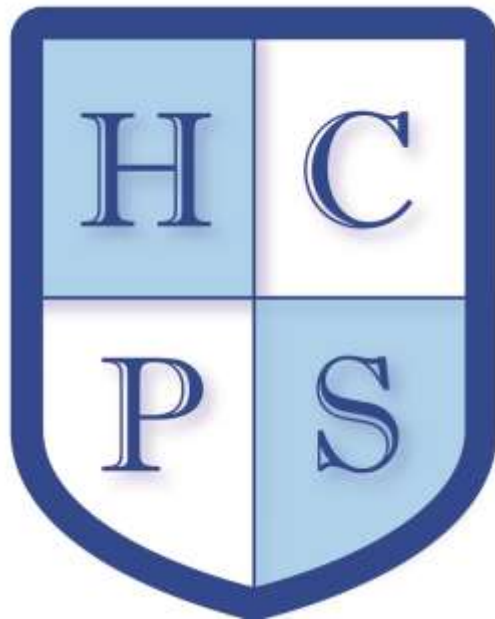


Hunslet Carr Primary School



Health & Safety Policy

**High Expectations
Caring
Positive Attitudes
Successful**

Policy reviewed: July 2022

To be reviewed: July 2024

High Expectations, Caring, Positive Attitudes, Successful



The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed, both while pupils at the school and in the future, is having a caring stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.



What does Impossible is Nothing means to us?

Impossible is Nothing means you can achieve anything when you are resilient and you persevere.

Section 1: The Policy Statement.

The following statement sets out the health and safety objectives for Hunslet Carr Primary School. Hunslet Carr Primary School:

- Will take all reasonable steps to provide safe and healthy conditions for staff, children 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 & children to co-operate in complying with all legal obligations & to take reasonable care of their own health, safety and wellbeing, having regard for the health, safety & 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.

Section 2: Organisation and Responsibilities.

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

The Governing Body.

The Governing Body 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.

Management Structure.

The Governing Body is responsible for strategic health and safety planning and for periodic review of health and safety performance.

The Headteacher is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy.

Members of the senior leadership team are responsible for ensuring that the requirements of this policy & 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.

Tracy Hezelwood has responsibility as the competent person for:

- Advising 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;
- 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.

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.

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 procedures, operational instructions, guidelines and codes of practice to implement the school's health and safety policy.
- Ensuring that responsible managers/staff are competent through recruitment, training to carry out their duties for health, safety/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 & the actions taken to protect their health & safety are recorded.
- Ensuring that all staff are familiar with, & 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 the Headteacher & Sub Committee of the Governing Body report at least annually to the Full Governing Body on health & safety.

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 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 Governing Body, Headteacher or Senior Leadership Team any health & safety problems they cannot deal with themselves or any shortcoming they find in the health, safety & welfare procedure.

All Children 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 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.

Section 4: 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.

Section 5: Audit and Review.

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

- 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 6: Arrangements.

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.

Signed:

Chair of Governing Body.

Headteacher.

Dated: _____

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 /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

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