



WETHERBY HIGH SCHOOL

Health and Safety Policy, Arrangements and Procedures

This policy applies to staff, governors, students and parents

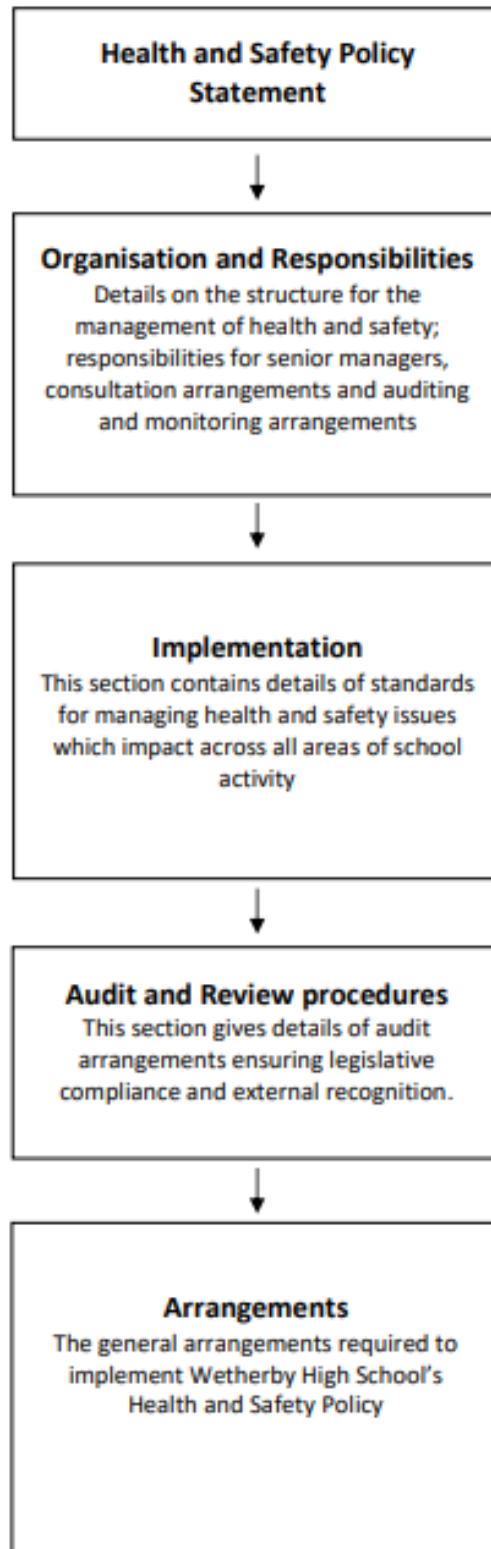
Reviewing Committee: FGB

Responsible SLT member:	C Scaife
Delegated policy updater:	N Hogan
Specific governor advisor (if required):	J Eaton

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Next review date:	March 2025

Health and Safety Policy

Corporate Management System for Health and Safety



Section 1: The Policy Statement.

The following statement sets out the health and safety objectives for Wetherby high School.

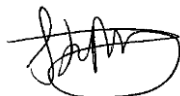
Wetherby High School

- Will take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), students 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 welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and students 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 employees and students 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:



Cindy Bentley
Chair of Governing Body.



Samantha Jefferson
Head Teacher.

Dated: 21st March 2024

Health and Safety Policy

Section 2: Organisation and Responsibilities

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

The Governing Body of Wetherby High 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 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 Team Managers, including those with teaching as well as non-teaching responsibilities, are responsible for ensuring that the requirements of this policy and legal requirements specific to their area of activity are implemented, monitored and reviewed.

2.5 'Competent person'

Site Manager, Neil Hogan, has responsibility as the competent person for:

1. 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;
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.

3.0 Implementation

3.1 The Executive Headteacher, Headteacher, Governing Body and Senior Leadership Team will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, 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 their responsible managers and employees are capable, 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 the Headteacher, SLT and any relevant 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 Team Managers (both Teaching and Support Staff) will ensure that:

- They retain responsibility for the application of the schools Health and Safety policy and should comply with instructions given by the Governors and the Headteacher.

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Headteacher and Senior Leadership Team.
- Significant hazards within their subject area 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.
- Risk Assessments are reviewed annually or whenever there is a significant change to the activities or people likely to be affected by them.
- Staff (including agency staff) and students are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Effective systems are implemented to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.
- The Site Manager is notified of changes or addition to plant, equipment or machinery.

3.3 Staff (including agency staff).

All 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 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 their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.
- Following any Health and Safety training and guidance they have received.

3.4 Students

Students 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.
- Observing standards of dress consistent with safety and hygiene and wearing suitable PPE where provided.
- Reporting anything they believe to be hazardous or dangerous to their Teacher, Coach or the Headteacher.

3.5 Consultation.

There will be appropriate 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 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 departments.
- 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 5: Arrangements

Detailed arrangements for delivering this policy can be found in a series of guidance documents (see Appendix 1) 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.

The general arrangements and standards required to implement Wetherby High School’s Health and Safety Policy are set out within this section and are based on the Health and Safety Handbook for Schools.

5.1	Safety Management System
5.2	Accident reporting, investigation & RIDDOR
5.3	Asbestos
5.4	Building contract works
5.5	Consultation with employees
5.6	Contractors
5.7	Control of Substances Hazardous to Health (COSHH)
5.8	Display Screen Equipment
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5.10	Electrical appliances
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5.16	Health and Safety in Design and Technology
5.17	Health and Safety in Science
5.18	Liquefied Petroleum Gas and other temporary heating
5.19	Lifting equipment
5.20	Lone and isolated working
5.21	Manual handling
5.22	Medication
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5.31	Purchasing equipment
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5.33	Risk assessment
5.34	Roof Work & Access
5.35	Safe use of ladders, step ladders and tower scaffold.
5.36	Safe practice in Physical Education
5.37	Security and personal safety
5.38	School premises safety
5.39	Staff Sickness Absence & Returning to Work
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5.41	Stress at work
5.42	Substances
5.43	Training and training records
5.44	Uniform, Jewellery and other personal effects
5.45	Work equipment
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5.47	Work related violence
5.48	Work at Heights
5.49	Infectious diseases

5.1 Safety Management System

Wetherby High School will follow the general requirements outlined within the Education Service Advisory Committee document “Managing health and safety in schools” and HSE document HS(G)65 ‘Successful Health and Safety Management’.

The school will carry out audits and risk assessments for undertaking key health and safety tasks and to help reduce risk.

Further details will be provided in the Safety Management Systems document HS02

5.2 Accident reporting, investigation & RIDDOR

Accidents should be recorded and reported on the Wetherby High School intranet site/staff portal.

For all injuries, and dangerous occurrences on school premises or as a result of school activities a CF50 form will be completed and a copy sent to the LA. In the event of an assault, a CF50a form will be completed and a copy sent to the LA. The CF50/CF50a forms are reviewed regularly and used to assist with:

- 1) investigations into serious incidents or near misses
- 2) identifying trends and patterns of incidents
- 3) informing and improving health and safety within school
- 4) and to create a comprehensive record of injuries, accidents and/or incidents within school.

If you are involved or witness a near miss accident, it should be reported via the school intranet site/staff portal, this will then enable the school to carry out an investigation to try to avoid an accident in the future.

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.

Only some circumstances following an incident the Health and Safety Executive (HSE) will need to be notified in line with RIDDOR requirements. The Site Manager will liaise with the Director of Operations and the Headteacher regarding notifiable incidents.

Guidance documents can be found in the Accident Reporting folder within S:\Health and Safety.

5.3 Asbestos

Wetherby High School, like most buildings of its age, was built using asbestos for some parts of the building fabric. Wetherby High School had an asbestos survey completed in 2005 to identify asbestos and/or suspected asbestos within the site. Wetherby High School also has regular Asbestos Management surveys to identify and monitor asbestos in any parts of the building. This cycle of asbestos management, along with the day to day monitoring by the Site Team, informs both planned and remedial work in relation to asbestos removal. Removal and ongoing management, carried out in partnership with the LA Asbestos unit, ensures any risk is well managed. Site and IT staff are trained in asbestos awareness to enable them to keep both themselves and others safe.

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/encapsulation. All staff are informed that they should not undertake any work on the fabric of the building without consultation with the Site Manager. Contractors will be asked to read the Asbestos Management Report before commencing work on the building. In the event of significant

works taking place on parts of the building that contain, or are suspected to contain, asbestos a separate refurbishment survey will be completed to ascertain necessary steps for removal, containment or making safe. Further information is detailed in the Asbestos Management Policy.

5.4 Building contract works

Serious injuries can occur where building work is undertaken. Wetherby High School will ensure that building contractors do not place students or staff at risk from their activities. This requires management control of any building work undertaken. Contractors carrying out works on behalf of Wetherby High School must provide a safe method statement (RAMS) and evidence of appropriate insurance to the Site Manager before commencing work. Contractors will be appropriately supervised while on site during the school day following completion of a Contractors Induction and 'Permits to Work' where appropriate. Where possible any significant work will take place outside of school hours. The Site Team will oversee and monitor any building work undertaken under the direction of the Site Manager.

Where work is undertaken by a third party on behalf of the LA the designated site manager will ensure the work and actions of all contractors are compliant with both current legislation and good practice.

Concerns arising regarding specific contractors will be reported to the LA.

5.5 Consultation

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. We will set up a school safety committee to monitor and contribute to health and safety policy and procedure development this may include:

Site Manager	Health & Safety Nominated Governor
Site Team Superintendent	Physical Education Representative
Trade Union Safety Representative	ADT Representative
Science Representative	IT / Network Managers
Performing Arts Representative	

There will be appropriate consultation with Trade Union representatives recognised by the school and the LA, regarding the establishment and implementation of the school's health, safety and welfare arrangements.

Where appropriate this may extend to include student representation.

5.6 Contractors

Any contractor working on the school site will 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 students are informed if they will be affected. Wetherby High School will ensure that contractors are not placed at risk from any school activities. Please see section 5.4 for further information on Building contract works.

5.7 Control of Substances Hazardous to Health (COSHH)

It is the School's Control of Substances Hazardous to Health (COSHH) Policy to ensure that the use of hazardous substances is avoided as far as is reasonably practicable, where unavoidable, the exposure to hazardous substances is prevented or reduced by implementing adequate control measures. Relevant staff will receive training on Control of Substances Hazardous to Health (COSHH).

A COSHH register will be held by departments that use any hazardous substances.

A safety data sheet will be held for all chemicals, solvents and cleaning chemicals. Chemicals and cleaning chemicals will be locked away securely when not in use to prevent misuse. Staff must not bring in their own chemicals. Please see section 5.42, Substances for more information.

5.8 Display Screen Equipment

Where staff are to use a computer workstation a DSE assessment should be carried out to ensure that the person is not placed at risk from using the equipment. This is completed in school by individuals completing a DSE self-assessment template and referring any issues or concerns to the Site Manager. Where concerns are identified a meeting will take place with the Site Manager to carry out a follow up assessment identifying any control measures required to manage or eliminate any risk.

School staff classed as a 'designated computer user' who regularly use a computer for at least one hour continuously each working day are entitled to an eye or eyesight test.

If a user requests an eye test Wetherby High School will provide one. If the test shows that the user needs glasses specifically for DSE work, Wetherby High School will pay for a basic pair of frames and lenses. Please see Finance to obtain Eye Test Vouchers for Designated Computer Users.

5.9 Educational visits

The guidance contained in the LA Handbook for Educational Visits **must** be followed where any such visits take place. Visits must be planned and well managed; staff leading visits must

be competent to lead the visit and ensure that appropriate risk assessments are carried out for all aspects of planned visits. Educational visits will be managed through EVOLVE. All Educational Visits must be approved by the Educational Visits Co-ordinator (EVC) and the Headteacher before the visit is allowed to depart.

5.10 Electrical appliances

Wetherby High School will 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. The following arrangements for electrical safety apply to all electrical equipment in use at Wetherby High School including personal items which must be approved by the Site Manager before use.

Only equipment that is properly installed and maintained should be used in school. The indication that equipment has been properly maintained would be the presence of a safety label/checked label attached to each item bearing a date of when it should be maintained again. PAT testing takes place annually. Items that fail PAT testing will be clearly labelled and disposed of in-line with the school's asset management procedures.

Staff are informed not to bring in electrical items from home that have not been PAT tested. Staff should routinely check that electrical appliances are not damaged and there are no obvious signs of misuse such as damaged or discoloured plug tops or worn cables. Any item that becomes faulty should be taken out of service and reported to Site Manager.

Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where this cannot be avoided proprietary rubber strips should be used or temporary tape applied to reduce the risk of tripping. Socket adapters should not be used. Only those with their own fused plug are permitted.

Details of electrical safety are covered in The Leeds City Council Health and Safety Handbook for Schools.

5.11 Emergency evacuations and emergency planning

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.

The school has developed a Fire Management Plan. All staff should read this document and make themselves familiar with the procedures. This also indicates the action to take if a site evacuation is required.

Training will be given at induction in how to evacuate the building in the event of an emergency, where the emergency escape routes are and the assembly points. Visitors and

Contractors are provided with emergency evacuation information when signing into school premises. There is clear fire evacuation and assembly point information around the school building.

Staff and visitors are required to sign in and out of the building each day.

The school will carry out fire practices on a termly basis and after any major refurbishments or structural changes.

The school buildings and grounds are checked daily for any obstructions to fire exits by the Site Team.

Wetherby High School will plan for emergencies through our Disaster Emergency Plan. 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 will also be in place to enable normal operation to continue alongside the management of an emergency.

Any significant amendments to the Fire Management Plan or Disaster Emergency Plan will be shared during staff circle time or INSET sessions.

5.12 First Aid & Allergy Monitoring

Wetherby High School will 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'.

First aid kits will be established in the school in accordance with the Health and Safety Regulations 1981, so as to be reasonably accessible to all staff and students. They will be suitably stocked at all times.

Wetherby High School has a team of First Aiders on site, sufficient numbers of qualified first aiders will be maintained in line with the Health and Safety regulations for the size of school. Staff who administrate first aid will be responsible for recording the information on the school intranet site/staff portal and where necessary completing a CF50. Only qualified persons will carry out first aid treatment.

The school has safety systems in place to record and manage an individual's allergies. Catering till systems automatically flag food allergies when individuals make purchases in the school Canteen. This system is subject to regular function tests.

5.13 Fire safety

A Fire Risk Assessment will be reviewed annually by the Site Manager.

The school site is a 'NO Smoking' site and the school has a No Smoking Policy. The fire alarm system will be tested weekly and recorded by the Site Team. The fire alarm system will be serviced and maintenance quarterly testing carried out on 25% of the system each time. Emergency lighting will be tested monthly by the Site Team and serviced bi-annually by a competent electrical company. Emergency equipment such as fire extinguishers and fire blankets will be inspected once a month and serviced annually. Fire doors, where possible due to the age of the building, are maintained and fitted with door closures. General waste bins are emptied every evening and recycling material is emptied weekly or more frequent depending on usage. The Site Team regularly walk the building and check that fire escapes are clear and free from objects. Staff are able to report issues via the site team email: site@wetherbyhigh.co.uk. Displays on corridors will be laminated, treated with fire retardant spray or enclosed in covered Notice boards where possible. Further information is covered in the Fire Safety Management Plan.

5.14 Gas, electric and water services

The school will ensure that gas, electricity and water services are maintained in a safe condition. The school will use reputable companies for gas and electrical inspections and certification.

Gas appliances will be annually inspected and tested by a GAS SAFE registered gas engineer; Science Laboratories will be monitored by Technicians, and any issues arising immediately reported to a Gas Safe engineer and local supply isolated.

Heating systems are serviced annually and the school retains a gas engineering firm to address any interim issues.

A "Periodic Test and inspection" of the school's electrical installation will be carried out at least once every five years.

The school aims to prevent the build-up of Legionella organisms in its water systems. A Legionella risk assessment has been carried out by LCC and a plan of remedial works identified, which are being addressed within the constraints of the building.

LCC do monthly temperature checks and regular cleaning of the shower heads. Water samples will be taken for testing to ensure that we meet regulatory requirements and water systems do not give rise to risk.

Weekly flushing of little used areas is carried out by the Site team.

5.15 Glazing

The school has significant single glass pain windows due to the age of the building. The windows above ground level have opening restrictors on. Any glass that is likely to cause injury if it is broken will be replaced or made safe immediately.

5.16 Health and Safety in Design and Technology

Specific procedures are implemented within the Design and Technology department to reduce risks from equipment and processes to a minimum.

The school will consult with Cleapss and the LA for guidance on health and safety in Design and Technology classrooms.

Risk assessments will be reviewed annually or where there has been an incident. Machinery and equipment are serviced and maintained annually by a competent company. Daily checks are carried out on the machines and recorded by the Technician working in that department.

Staff are trained in the use of the equipment.

Students are supervised at all times in the classrooms. Training, instruction and supervision will be given on how to use the appropriate machinery. Health and Safety briefings will be incorporated in to lesson plans.

PPE is worn and long hair is tided back.

Classroom numbers are limited.

Machines will have hazard tape around them so other students know not to be in that space unless using that piece of equipment.

Machines will have an emergency switch/cut off.

5.17 Health and Safety in Science

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

The school will consult with Cleapss and the LA for guidance on Health and Safety in Science classrooms.

Risk assessments will be reviewed annually or where there has been an incident.

COSHH safety data sheets will be held for all Chemicals.

All Chemicals will be locked away in a suitable store.

The school will ensure that there is appropriate locked storage for hazardous chemicals.

Minimum stock levels will be stored and hazardous waste disposed of by a competent company under the Hazardous Waste \Regulations.

Radioactive material is identified and stored correctly.

Staff will receive the necessary CPD updates/training,

Students will be given training and instruction on Health and Safety in science labs and be supervised at all times.

Health and Safety briefings will be incorporated in to lesson plans.

PPE will be provided and worn by staff and students.

Equipment such as fume cupboards and gas taps will be serviced annually.

There is a gas and electric safety shut off valve in science rooms that have gas, with the exception of S1 which has a manual cut of control point.

5.18 Liquefied Petroleum Gas and other temporary heating

Wherever the school require supplementary heating, a risk assessment will be carried out prior to implementation.

Where possible it is best to avoid the use of temporary heaters.

When this is not possible and temporary heating is used, consideration will have given as to the type of heating needed and its location, how the correct temperature levels will be achieved and maintained and the number of heaters in the one space due to risk of overloading electrical circuits.

Temporary heaters should only be used for their intended purpose only. They should be installed and operated according to manufactures instructions.

Heaters should be used to warm up a room and then turned off when room is occupied or has reached required temperature.

Heaters will not be left unsupervised or in corridors.

Heaters will be positioned away from anything combustible e.g. materials such as paper or furniture.

5.19 Lifting equipment

Any equipment used for lifting objects or people will 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)

5.20 Lone and isolated working

Systems will be implemented 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.

5.21 Manual handling

Activities involving manual handling that may cause injury will 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. The Site Team, Catering Team and Technicians will receive manual handling training to enable them to carry out their roles.

Equipment such as shelf trolleys, pallet trucks, sack wheels, barrows, desk trollies and chair trolleys are available and should be used to reduce the risk from frequent and heavy lifting.

5.22 Medication

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 the school will take direct instruction from parents or nominated person.

Some students attending school will have long-term medical needs and may require care or medication on a long-term basis e.g. because of allergies and risk of anaphylaxis, epilepsy, diabetes, asthma, haemophilia or other complex medical conditions. The school will be made aware of such students through admission and transition procedures or by a parent/carer when a student on roll develops a particular medical condition or has suffered an accident or injury. These students will have a Health Care Plan or an Individual Pupil Risk Assessment (IPRA) drawn up with the involvement of parent/carers, any medical professionals, the students and the school.

Medication such as Epi-pens, diabetic remedies or inhalers, can be kept on the student's person and spare held by school for emergencies.

Students who need to use inhalers and have received instructions in their use and are considered by their parents to be responsible enough to carry them should retain possession of a current inhaler. A spare inhaler can be held in school and where parents/carers have given permission students can use emergency inhalers held by school. Schools can hold an Emergency inhaler and Epi-Pens for students to use with written parental consent.

Some prescription medicines are controlled under the Misuse of Drugs Legislation e.g. Ritalin. Any controlled medications must be locked away. Staff will be trained on how to administer any controlled drug.

Wherever possible arrangements should be made to prevent the need for medication to be given to any students at school and parents informed to ask GP to provide a dosage that can be taken three times a day, a dose before school, one after school and one before bedtime. Students who do need to take a short dose of prescribed medication must return a completed request to take medication in school form signed by a parent/carer.

The School may also allow students whose parents/carers have decided the student can be responsible for administering, carrying and managing their own over the counter medication to do this providing consent is given and it is for short-term pain such as dental work or

sporting injury. In these cases students would be permitted to bring in a daily dose, providing there is written parental consent and that daily dose is not given to anyone else.

The renewal of any medication which is kept in school and has passed its expiry date is the responsibility of the parent/carer. Expired medicines should be collected by the parent/carer within seven days of the expiry date, otherwise they will be taken to the pharmacist for disposal.

5.23 Mobile phones

Students are permitted to bring mobile phones and electronic devices to school. Mobile phones are the responsibility of the student and the school holds no liability for loss, theft or damage to mobile phones.

Staff personal mobile phones and electronic devices may be carried at school at the owner's risk. They should be switched off in class and during scheduled school meetings.

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. The school would look to gain guidance from the LA and consult with the Governors, staff, parents and students before considering a mobile mast in its grounds.

5.24 Monitoring processes

Wetherby High School will monitor the provision of health and safety within the workplace.

The school will undertake various monitoring processes such as:

- Investigation and analysis of accidents.
- Monitoring of sickness absence.
- Continuous professional development and training requirements.
- Review and monitoring of policies and procedures.
- Audits of systems and procedures
- Statutory monitoring and testing of fixed and mobile equipment and structures.

In addition, the Site Team carry out a number of pre-planned maintenance tasks/checks.

5.25 New and expectant mothers

Pregnancy is not an illness. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management.

Although not mandatory it is important that staff inform the Headteacher that they are pregnant or have given birth in the last six months or are breast feeding. Notification should be given in writing as early as possible.

A risk assessment will be undertaken and any advice provided by the GP or midwife taken into account. The assessment will take into consideration any condition of the work that could adversely affect the mother and/or unborn child.

If after completing the risk assessment, it is apparent that the risks cannot be reduced or controlled then the school may take the following steps.

- Temporally adjust their working conditions and/or hours of work
or if that is not possible
- Offer her suitable alternative work at the same rate of pay if available
or if that is not possible
- Suspend them from work on paid leave for as long as necessary to protect their health and safety and that of their unborn child.

Female employees will be notified of any infectious disease in school that could harm an unborn child such as Chickenpox, German Measles (rubella) Slapped Check and Measles, so that they can seek advice from their GP.

5.26 Noise

There are limits contained within the Control of 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.

Equipment will be maintained and serviced to ensure the machinery remains within appropriate noise levels.

Other precautions, include providing hearing protection, will be used where needed. Both students and staff should wear the appropriate hearing protection if provided. Staff should not use noisy powered tools or machinery for more than half an hour each day.

The school will provide information, training and health surveillance when required. In some instances, the school may need to use a competent company to carry out a noise assessment.

5.27 Occupational Health

The most important asset to any organisation is its staff. Wetherby High School will ensure that proactive and reactive strategies are in place in respect to maintaining and promoting good health amongst staff.

The school will commit resources to prevent people being made ill by work, or being absent from the workplace for health reasons, and will place an emphasis on rehabilitation and getting people back to work, which will benefit both the school and staff.

The school will:

- Create a workplace where health, safety and well-being are protected and promoted.
- Give training and support to line managers to help with relationships within their teams.
- Ensure staff have access to competent occupational health advice and support.
- Provide regular, supportive contact with those who are absent due to sickness.
- Help sign post staff on how to access preventative care and treatment for common health problems.
- Enable people to remain in work while health problems are investigated and treated where possible and safe to do so.
- Support and engage healthcare professionals on return-to-work issues as appropriate.

5.28 Permits to work

High risk activities in Schools may, on occasion, require very strict controls. Wetherby High School will control this risk by using a permit to work system. Permits to work will be the responsibility of the Site Manager in conjunction with the procured contractor and follow current LA advice. 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.

The Site Manager will use competent companies when arranging work to be carried out in school. Checks will be carried out to ensure that, where needed, they are members of trade association or professional body. Public Liability Insurance certificates, risk assessments and method statements will also be required.

5.29 Personal protective equipment

Where a risk assessment identifies that Personal Protective Equipment (PPE) is required an effective way of reducing risk the school will provide this.

Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- The lungs, from breathing in contaminated air – Dust mask can be worn.

- The head and feet, from falling materials – Safety boots and hard head hats to be worn.
- The eyes, from flying particles or splashes of corrosive liquids – Goggles used to protect eyes.
- The skin, from contact with corrosive materials – Gloves to be worn
- The body, from extremes of heat or cold – Outdoor wear coats/jackets etc.

PPE is needed in cases such as these to reduce the risk.

Staff and students should wear the PPE and not damage it. If any item becomes lost or defective through wear or damage staff should report it and obtain a replacement before continuing work. PPE will be renewed as and when required or if it becomes defective.

5.30 Play areas

Any play area or play equipment installed on the school site, provided for students use must be designed, installed and monitored in accordance with national standards. Equipment installed will be serviced and maintained annually and regularly inspected.

Instructions and appropriate supervision will be given to students using the equipment.

5.31 Purchase of equipment

Budget holders will be responsible for ensuring that consideration is given to what equipment is needed, why it is needed and where it is needed for before purchasing it.

Consideration should be given to storage of the equipment and any manual handling requirements. Staff should consider if equipment be loaned from another department or existing equipment repaired, refurbished or upgraded rather than new equipment purchased.

Any equipment purchased will be from reputable suppliers and should conform to any relevant national or British standards and, where applicable, meet minimum health and safety requirements. Financial regulations should be followed and official orders raised and signed for by the budget holder.

5.32 Students carrying out work activities in school

A risk assessment should be carried out to ensure that whenever any students 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. Measures should be in place to ensure suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

5.33 Risk assessment

Risk assessments provide a safe system of work and specific legislation outlines assessments that need to be undertaken for particular types of activity. 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.

Team Leaders and/or staff will assess the activities that they carry out and provide appropriate risk assessments. Risk assessments record the hazards identified with appropriate control measures and identify who will control these measures. Risk assessments will be reviewed annually or where there is a significant change to the activity or people likely to be affected by it, or after an accident/incident.

Risk assessments should be shared among all staff working in that department and a record signed to say that they understand it.

The school will manage risk assessments in line with the Leeds City Council Health and Safety Handbook for Schools.

5.34 Roof Work & Access

No employee, external contractor or any other party is to access any roof on the site without suitable Risk Assessment. Employees are required to have received appropriate Work at Height training. Appropriate signage is in place to identify areas where roof sections are 'Fragile'.

5.35 Safe use of ladders, Stepladders & Tower Scaffold

Only staff who have had training and instruction on working at heights will be allowed to use **ladders or access equipment**. Standing on tables and chairs, benches and such like is strictly forbidden. Footstools and stepladders are available if required. Training can be provided upon request.

A list of the step ladders and ladders used in school is held and the ladders checked on a monthly basis by the Site Team. Ladders or step ladders found to be broken or damaged will be taken out of use and new ones ordered. These need to be fit for commercial use not domestic use.

All work at height must be properly planned, organised.

5.36 Safe practice in Physical Education

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

The Sport and PE Faculty follow recommendations by the British Association of Advisors and Lectures in Physical Education (BAALPE) or [the](#) Association for Physical Education (AfPE).

Risk assessments will be carried out, recorded and reviewed by the Leader of PE
Students will receive information training and supervision in all activities and a health and safety briefing given when using equipment.

PE staff will have Midas training if required to drive the mini bus.

5.37 Security and personal safety

The safety and wellbeing of staff and students within schools is of paramount importance to the Governors and the Management of the school.

The current school site does not lend itself to being fully locked down, however steps have been taken to make the site reasonably secure by the implementation of fencing and video/intercom systems for access and egress during the school day. The school has clearly defined boundaries.

All visitors are signed posted to reception. Any person suspected of being an intruder is to be challenged and prevented from going further in to the school and where possible taken back to reception. If they refuse to be taken to reception, help is to be summoned as soon as possible from SLT and/or Site staff.

All incidents of crime and all losses will be recorded and reported to the Police and the Local Authority.

Staff are required to wear identity badges at all times. Staff must sign in and out of the building.

The school is locked down at the end of the night as soon as is reasonably practical and all windows and doors secured. The school has a security alarm which is monitored by First County Monitoring. High value, easily portable items such as sports equipment, televisions, computers and video equipment are a popular target and should be secured when not in use. The school has cash handling procedures which must be adhered to.

5.38 School premises safety

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 will be carried out using a checklist pro-forma.

The school site is checked on a daily basis as part of the opening and closing procedure.

Periodic checks are all so carried out throughout the day whilst the Site Team are conducting their duties. The Site Team carry out a number of pre-planned maintenance tasks and any items that are broken and or pose a health and safety issue or concerns are dealt with as soon as possible.

Staff are responsible for checking their classrooms and offices and reporting any defects to the Site Team.

5.39 Staff Sickness Absence & Returning to Work

The school's Managing Attendance Policy outlines the procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way. This includes a return to work meeting to be held with an employee on their return to work from sickness absence at the earliest opportunity to check that they are fit to be at work. In most cases this will be conducted by their Line Manager. Further details of the above and other related absence procedures can be found in the School's Managing Attendance Policy for staff.

5.40 Stage equipment

Specific requirements need to be addressed to ensure that equipment used on and around the school stage is maintained in a safe condition.

The stage is to be kept cleared of equipment when not in use. Only when there is an event or production should items left on the stage. After an event all equipment should be removed as quickly as reasonably possible.

The stage projector should only be operated by trained staff; the IT Team will help to facilitate stage events. Lighting and sound equipment owned by school will be checked annually. Only trained staff and students must use the equipment.

Students must be supervised by staff whilst on the stage.

5.41 Stress at work

Stress can affect different people in different ways and therefore will be assessed on a case by case basis. The school advises any member of staff who feels under an unacceptable amount of pressure to raise the issue and any concerns with their Line Manager so that if possible some early action may be taken.

Staff can also approach the HR if they would like to discuss any work place issues or if they would like access to counselling services. The school will carry out stress risk assessments for staff as appropriate and arrange for identified measures to be put in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

5.42 Substances

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.

Relevant staff will receive training on Control of Substances Hazardous to Health (COSHH) A COSHH register will be held by all departments that use any hazardous substances.

A safety data sheet will be held for all chemicals, solvents and cleaning chemicals. Chemicals and cleaning chemicals will be locked away securely when not in use to prevent misuse. Staff must not bring in their own chemicals.

Equipment such as Fume Cupboards and Dust Extraction Machines will be serviced and maintained accordingly so as not to cause the release of any harmful substances

Students will be supervised when using any chemicals.

5.43 Training and training records

Wetherby High School will maintain all records regarding staff training. Training will be identified either through the job description, a professional development plan, a training needs analysis, performance management or through changes to legislation Risk assessments may also help identify training needs.

5.44 Uniform, Jewellery and other Personal Effects

Wetherby High School has a policy relating to the standards of uniform, including the range and type of jewellery and other personal effects that students can wear whilst at school. Students are not allowed to wear earrings other than one stud earring, no other piercings are allowed.

5.45 Work equipment

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 will 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.

Risk assessments will be undertaken as appropriate when tasks/activities involve using work equipment.

Students will be supervised when using equipment.

5.46 Work experience for students and young person safety

Appropriate checks will be made to ensure that the organisation to which a student is sent complies with health and safety requirements. Only once these checks have been carried out will the young person be allowed to attend the work experience place.

The work experience employer form identifies any risks that may be encountered and ensures 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.

5.47 Work related violence

The school has a zero-violence policy and any incidents of violence will be taken seriously and individually recorded, investigated and assessed.

An incident will be violent if the victim perceives it to have been, and this can range from verbal insults and verbal abuse to threats with a weapon and/or physical assault. All incidents must be reported immediately to SLT and a CF50a should be completed by any staff involved in the incident.

The school follows guidance from the LCC Health & Safety Handbook to deal with occurrences.

5.48 Work at Heights

Staff must only work at height if using suitable and sufficient access equipment and after having had the required training. Please see the relevant section of this policy for the work being undertaken.

5.49 Infectious diseases (virus outbreaks / Pandemics)

Robust infectious disease control principles will be applied across all work activities and across the wide range of educational activities delivered in line with an Infection Control Risk Assessment.

In response to community-wide infectious diseases and viruses, the school will follow a systematic approach to the identification of risks, the introduction of appropriate control

measures and the allocation of resources in line with any current or additional government guidelines.

If a Pandemic is declared, Wetherby High School will work with the Local Authority, Department of Education and Public Health England to ensure appropriate measures are in place to maintain the safety of staff, students and visitors to school.

We will aim to:

- Protect staff, students and visitors from risk of infection
- Provide staff, students and visitors with a clean and hygienic workplace and office and appropriate PPE.
- Provide staff, students and visitors with a building where they feel comfortable and not at risk of infection.
- Provide staff, students and visitors with advice about measures they should take to minimise risk.

The school will:

- Carry out a general risk assessment detailing any control measures in place and review this if guidance changes.
- Carry out individual risk assessments as appropriate or update existing risk assessments where individuals are at significantly increased risk.
- Develop appropriate and effective cleaning and hygiene procedures taking into account guidance on how the any infection is transmitted.
- Support students and staff to work or learn safely from home if this is required as a response to school closures.
- Work with PHE guidance to regarding our role in prevention or management of infection, including tracing contacts, testing and notifications.

5.49 Workplace Health, Safety & Welfare

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Wetherby High School is 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 a wide range of potential health issues. In line with these regulations, the school will endeavour to ensure 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: safety of doors and gates; welfare issues such as the provision of a rest

area for pregnant women and nursing mothers, suitable Site for changing clothing if required, provision of suitable drinking water and provision of suitable toilet Site.

We will ensure the school is well maintained taking in to account building and budget constraints.

Appendix 1: List of all LCC 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
PG509	Workplace Health, Safety and Welfare
PG510	Managing Noise in Schools
PG512	Student Work Experience
PG518	Individual Student Risk Assessment (IPRA)
PG520	Guidance on Prevention of Slips, Trips and Falls
PG521	Guidance on Dealing with Students Who Abscond
PG523	Guidance on the Use of Withdrawal and Seclusion
PG524	Supervision of Primary School Playgrounds