



WETHERBY HIGH SCHOOL

Health and Safety Policy, Arrangements and Procedures

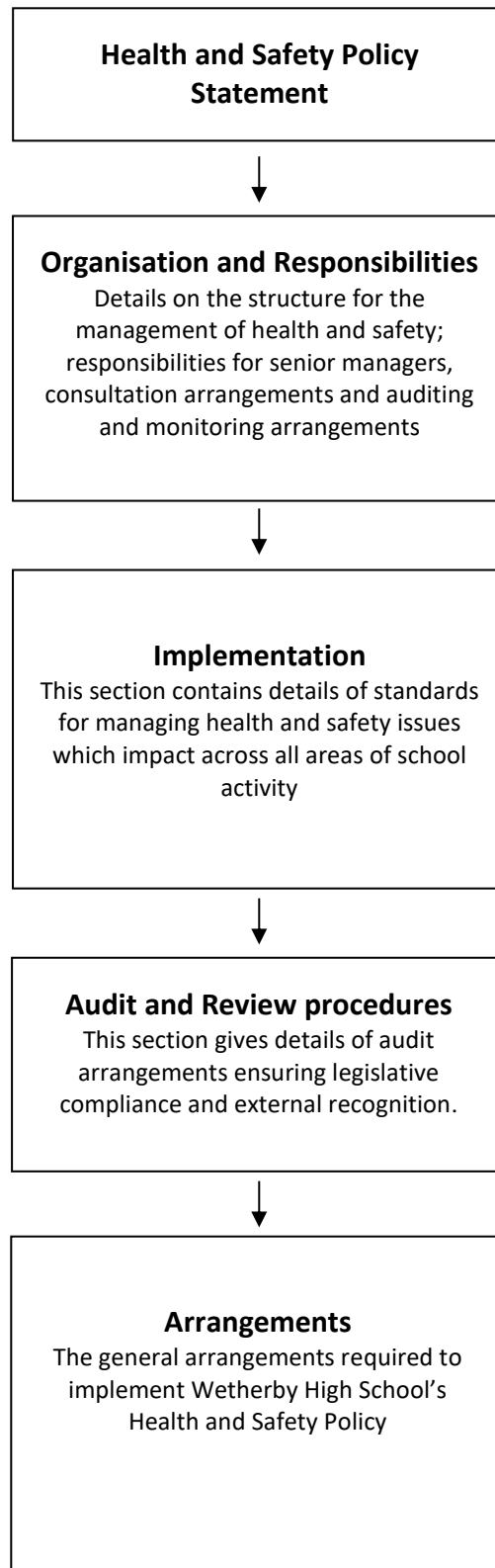
This policy applies to staff, governors, students and parents

Reviewing Committee:

Responsible SLT member:	G King
Delegated policy updater:	N Hogan
Responsible governor sub-committee:	Resources
Specific governor advisor (if required):	J Eaton

Publication date:	March 2023
Next review date:	March 2024

Corporate Management System for Health and Safety



Health and Safety Policy

Section 1: The Policy Statement.

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

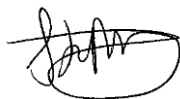
Wetherby High School

- Will take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities.
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation.
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and wellbeing include mental and emotional as well as physical health, safety and wellbeing.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
- Is committed to providing the necessary information, instruction and training to all 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: 9th March 2023

Health and Safety Policy

Section 2: Organisation and Responsibilities

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

1.0 The Governing Body

The **Governing Body** of 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 Head Teacher 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 are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

2.5 'Competent person'

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

1. advising the Headteacher (if the competent person is not the Headteacher);
Governors and Senior Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under, and;
2. for liaising with Leeds City Council's Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

2.6 Leeds City Council's Health, Safety and Wellbeing Advisers are responsible for providing advice and support to schools on all aspects of health and safety.

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 Headteachers, SLT and Sub Committees of the Governing Body report at least annually to the Full Governing Body on health and safety issues within the school.

3.2 Team Managers (of Teaching and Support Staff) will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Executive Head Teacher 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 pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- There is a system to manage health and safety within their department, which may include a schedule of inspection; housekeeping; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

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 Pupils

Pupils will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Headteacher.

3.5 Consultation.

There will be full consultation with representatives elected by the trade unions recognised by the school and Leeds City Council regarding the establishment and implementation of all of the school's health, safety and welfare arrangements in accordance with agreed consultation arrangements.

Section 4: Audit and Review.

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

- Annual audits of health and safety management in individual departments.
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

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
5.9	Educational visits
5.10	Electrical appliances

5.11	Emergency evacuations and emergency planning
5.12	First Aid
5.13	Fire safety
5.14	Gas, electric and water services
5.15	Glazing
5.16	Health and Safety in Design and Technology
5.17	Health and Safety in Science
5.18	Heating (Supplementary)
5.19	Lifting equipment
5.20	Lone and isolated working
5.21	Manual handling
5.22	Medication
5.23	Mobile phones
5.24	Monitoring processes
5.25	New and expectant mothers
5.26	Noise
5.27	Occupational Health
5.28	Permits to work
5.29	Personal protective equipment
5.30	Play areas
5.31	Purchasing equipment
5.32	Students carrying out work activities in school
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
5.40	Stage equipment
5.41	Stress at work
5.42	Substances
5.43	Training and training records
5.44	Uniform
5.45	Work equipment
5.46	Work experience and young person safety
5.47	Work related violence
5.48	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’.

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

5.2 Accident reporting, investigation & RIDDOR

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. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The school aims to follow the latest guidance provided by the HSE. Guidance documents can be found in the Accident Reporting folder within S:\Health and Safety.

5.3 Asbestos

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. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at significant risk of contracting asbestos related disease. The school employs Local Authority Asbestos team to carry out an Annual Survey and Management plan. 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 pupils or staff at risk from their activities. This requires management control of any building work undertaken. The school will manage contractors following completion of a Contractors Induction and 'Permits to Work' where appropriate.

5.5 Consultation with employees

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. Wetherby High School has established mechanisms to ensure that all staff are consulted on any health and safety issue that affects them. Consultation through a health and safety committee and by including health and safety as an agenda item on all staff team meetings will form the arrangements of this process.

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.

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 and employees are provided with appropriate

information, instruction and training. The school aims to follow all relevant statutory requirements.

5.8 Display Screen Equipment

Wherever a member of staff uses a computer workstation frequently for a prolonged period, a self-assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment. 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.

5.9 Educational visits

The guidance contained in the 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. Educational visits will be managed through EVOLVE.

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. 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.

Wetherby High School will 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 will also be in place to enable normal operation to continue alongside the management of an emergency. Policy reviewed annually. Any significant amendments circulated to staff during 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'. Wetherby High School has a team of First Aiders on site. First Aid provision will be continually monitored and will aim to follow latest guidelines as set down by the HSE. 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

The school will carry out a fire risk assessment; procedures are also in place to ensure that alarm systems, fire-fighting equipment, lighting etc. is regularly tested and maintained in a good condition. 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. Gas appliances should be annually inspected and tested by a GAS SAFE registered gas engineer; Science Laboratories are to 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 should be carried out at least once every five years; water services must be maintained in a condition that does not give rise to risk.

5.15 Glazing

Assessments will be undertaken, where appropriate to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe.

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.

5.17 Health and Safety in Science

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

5.18 Heating (Supplementary)

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

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 school will manage manual handling in line with the Manual Handling Policy.

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.

5.23 Mobile phones

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.

5.24 Monitoring processes

Wetherby High School will 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.

5.25 New and expectant mothers

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.

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.

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.

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. 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.

5.29 Personal protective equipment

The use of Personal Protective Equipment (PPE) is required by some employees at this school and is an effective way of significantly reducing risk. Where deemed necessary, PPE will be provided to staff and be suitable for the task and be maintained in a safe condition. Employees must make proper use of PPE and report its loss or destruction or any fault in it.

5.30 Play areas

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.

5.31 Purchase of equipment

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

5.32 Students carrying out work activities in school

Measures should be in place 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.

5.33 Risk assessment

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

5.34 Roof Work & Access

No employee, external contractor or any party is to access any roof on the site without suitable Risk Assessment. Employees are required to have received appropriate Work at Height training.

5.35 Safe use of ladders, Stepladders & Tower Scaffold

Employees required to use such equipment must be competent, i.e. have received instruction, understand how to use the equipment safely and are confident carrying out such work. All work at height is properly planned and organised and risks assessed.

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.

5.37 Security and personal safety

The safety and well-being of staff and students within the school can be affected by security and personal safety issues. Wetherby High School will ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

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, although the person undertaking the inspection will need to be aware of the safety issues to be checked.

5.39 Staff Sickness Absence & Returning to Work

The school has a procedure for reporting sickness absence and for the management of sickness absence in a fair and consistent way. It is good practice that a meeting should always 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. Further details of the above and other related absence procedures can be found in the School's Staff Sickness Absence Policy and Procedure document.

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.

5.41 Stress at work

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways and therefore will be assessed on a case by case basis. Suitable measures will also be 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.

5.43 Training and training records

Wetherby High School will maintain records of all training staff have received. A training needs analysis will be carried out for each member of staff and each staff group. Risk assessments should be used to help identify training needs.

5.44 Uniform

Wetherby High School has a specific policy relating to the range and type of jewellery and other personal effects that students can wear whilst at school.

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.

5.46 Work experience for students and young person safety

Systems are 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. These checks are carried out by Bradford Metropolitan District Council's "Xperience" service. 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.

5.47 Work related violence

Studies have shown that school staff and students can be subject to incidents of violence from members of the public as well as colleagues. The school follows guidance from the LCC Health & Safety Handbook to deal with occurrences. In addition to the measures that form part of a school's general security and personal safety risk assessments, each occurrence would be recorded and individually assessed.

5.48 Infectious diseases (virus outbreaks / Pandemics)

In response to community-wide infectious diseases and viruses, the school will conduct all activities safely and in accordance with legislative standards. 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. Robust infectious disease control principles will be applied across all work activities and across the wide range of educational activities delivered.

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 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 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	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

Appendix 2: Responsibilities

At every level in school, people need to be aware of their responsibilities, to whom they are accountable and the influence that their action or inaction can have on the effectiveness of the health and safety management system. Individual responsibilities for the implementation of the health and safety policy should be clearly allocated. The below contains notes on responsibilities that includes typical activities that staff may be required to undertake

LCC:

- Provide LCC schools with a sample Health & Safety policy.
- Ensure the health & safety policy is carried out in LCC schools and on all LCC school activities.
- Provide health and safety guidance to LCC schools.

- Provide LCC school staff with suitable and sufficient training to support them in carrying out their health and safety responsibilities as employees and that those who are delegated health and safety tasks (such as risk assessments) are competent to carry them out.
- Can direct LCC schools to release staff for health and safety training.
- Monitor health and safety in LCC schools.
- Can make a direction to the Governing Body and Headteacher of LCC schools where there is imminent risk to staff and pupils.
- Can recharge/invoice LCC schools for work carried out where there is imminent risk to staff and pupils.
- Obtain information in order to exercise any of their general responsibilities.

Governing Body:

- Produce and implement the school's health and safety policy.
- Strategic health and safety planning – including implementation of safety management system.
- Monitor health and safety.
- Ensure the school has an effective communication system for consulting about health and safety issues and for conveying health and safety information between the Headteacher, staff, safety representatives, parents and pupils and other stakeholders.
- Consider and approve appropriate categories of educational visits.
- Ensure the school has appropriate policies for related issues such as security and personal safety, pupil behaviour etc.

Headteacher:

- Produce and implement the school's health and safety policy.
- Implement and establish a safety management system.
- Ensure specific requirements outlined within guidance issued by Leeds City Council Schools Health, Safety and Wellbeing Team (HSWT) are implemented.
- Undertake, or arrange for a member of staff to undertake, regular health and safety inspections of the school.
- Adopt or adapt generic risk assessments and guidance provided by Leeds City Council HSWT, for example by ensuring that pupils with special educational needs or that employees with a disability are included within preventive and protective arrangements.
- Approve, by signing, any risk assessments produced by designated staff and ensure the control measures required are implemented.
- Ensure that all staff and pupils who may be affected are informed of the significant risks that may affect them and the control measures they should use to reduce the likelihood of injury.

- Bring to the attention of appropriate staff and Governors health and safety guidance issued to schools by Leeds City Council HSWT.
- Ensure new employees, relief staff, students undergoing school based training and volunteers (including teaching and non-teaching staff) receive suitable induction regarding health and safety issues within school.
- Include health and safety issues within the school's development plan wherever necessary.
- Assist the Governing Body to monitor health and safety by providing reports about safety issues and providing an annual review report of progress in the management of health and safety.
- Review safety objectives set and implement appropriate action when necessary.
- Ensure that Leeds City Council's accident reporting procedure is followed and that there are suitable arrangements in place to undertake investigations of accidents and incidents.
- Consult with safety representatives regarding matters which may affect the staff they represent.
- Ensure designated staff and staff with specific responsibilities are aware of and accept their responsibilities and are given reasonable resources to enable them to carry these out.
- Ensure that suitable information is received regarding educational visits prior to sanctioning them or sending them to the Governing Body for approval (see further guidance on EVOLVE).
- Ensure that staff are provided with relevant information, instruction and training.
- Ensure that all staff with a H&S responsibility, e.g, Heads of Department, are allowed adequate time to attend appropriate training to enable them to carry out their H&S duties and responsibilities.

Heads of Departments:

- Manage health and safety within their department.
- Bring to the attention of the Headteacher any health and safety matters that they are not able to deal with satisfactorily at their own level of responsibility.
- Ensure that relevant risk assessments are undertaken and implemented within their department.
- Inform staff under their control of the requirements of any risk assessments that relate to them.
- Assist the Headteacher to monitor and review health and safety by monitoring and reviewing safety issues within their own department.
- Ensure that all staff under their control receive the necessary information, instruction and training to undertake their duties competently and safely.
- Ensure that any new staff receive suitable health and safety induction training.
- Ensure adequate supervision of pupils and new or untrained staff.

- Implement arrangements to inspect and maintain all plant and equipment within their department and ensure that any defective equipment is removed from use immediately and that any damaged plant or building defect is immediately reported to the Headteacher or Headteacher's representative.
- Monitor accidents and incidents that occur within their department and undertake investigations as appropriate.

Bursar / Office / Admin / Business Manager:

- Manage health and safety within their sphere of control and ensure that appropriate risk assessments are undertaken and implemented.
- Bring to the attention of the Headteacher any health and safety matters that they are not able to deal with satisfactorily at their own level of responsibility.
- Take account of health and safety implications when advising the Headteacher on the prioritisation of repairs, maintenance, furniture replacement and equipment purchase.
- Inform staff under their control of the requirements of any risk assessments that relate to them.
- Assist the Headteacher to monitor and review health and safety by monitoring and reviewing safety issues within their own department.
- Ensure that all staff under their control receive the necessary information, instruction and training to undertake their duties competently and safely.
- Ensure that any new staff receive suitable health and safety induction training.
- Ensure adequate supervision of new or untrained staff is maintained.
- Implement arrangements to inspect and maintain all plant and equipment within their department and ensure that any defective equipment is removed from use immediately and that any damaged plant or building defect is immediately reported to the Headteacher or Headteacher's representative.
- Monitor accidents and incidents that occur within their department and undertake investigations as appropriate.
- Ensure that those who hire the premises receive the necessary health and safety information.

Superintendents / Site Managers:

- Bring to the attention of the Headteacher any health and safety matters that they are not able to deal with satisfactorily at their own level of responsibility.
- Ensure that relevant risk assessments are implemented within their areas of work.
- Inform the Headteacher of any aspect of their work that requires a risk assessment and will undertake any such assessment designated by the Headteacher following receipt of appropriate training
- Inform staff under their control of the requirements of any risk assessments that relate to them.

- Assist the Headteacher to monitor and review health and safety by monitoring and reviewing safety issues within their own department.
- Ensure that all staff under their control receive the necessary information, instruction and training to undertake their duties competently and safely.
- Ensure that any new staff under their control receive suitable health and safety induction training.
- Ensure that adequate supervision of new or untrained staff is maintained.
- Undertake plant, equipment and building inspections as directed by the Headteacher and secure any area or remove any equipment from use, so that it cannot be used, that is defective or patently in a dangerous condition.
- Assist the Headteacher to monitor accidents and incidents and undertake investigations.
- Follow written risk assessments and safe systems of work provided by the Headteacher.

Technicians:

- Bring to the attention of their department Head any health and safety matters that they are not able to deal with satisfactorily at their own level of responsibility.
- Inform their departmental Head of any aspect of their work that requires a risk assessment and will undertake any such assessment designated by the Headteacher following receipt of appropriate training.
- Inform staff under their control of the requirements of any risk assessments that appertain to them.
- Assist their departmental Head to monitor and review health and safety.
- Undertake plant, equipment and building inspections as directed by their departmental Head and secure any area or remove any equipment from use, so that it cannot be used, that is defective or patently in a dangerous condition.
- Assist their departmental Head to monitor accidents and incidents and undertake investigations.
- Follow written risk assessments and safe systems of work provided by their departmental Head.

Teachers / Teaching Assistants:

- Comply with the school's Health and Safety Policy.
- Take reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operate with their management in complying with relevant statutory provisions.
- Inform their departmental Head of any aspect of their work that they believe requires a risk assessment.
- Follow written risk assessments and safe systems of work provided by their departmental Head.

- Use all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misuse anything provided in the interests of health, safety and welfare.
- Follow all prescribed safe working practices and not work while unfit to do so.
- Report 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.