



Health and Safety Policy

Approved by: Headteacher and Resources Committee

Date: November 2025
Review date: November 2026



Knowledge



Spark



Humanity



Grit



Team

The Policy Statement

The following statement sets out the health and safety objectives for Clapgate Primary School.

Clapgate Primary 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 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 staff and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- Will review this health and safety policy document annually.
- Will set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the school.

Organisation and Responsibilities

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

Management Structure

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

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

Members of the school 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.

Phase leaders are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

‘Competent person’. The Deputy Headteacher (Sadie Procter) 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 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.

School has purchased Leeds City Council’s enhanced combined HR and H&S package which gives unlimited HR and H&S telephone and e-mail advice as well as access to LCC school’s policies and procedures.

Implementation

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

- Ensuring adequate resources, in terms of both personnel and finance, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school’s health and safety policy.
- Ensuring that responsible managers and staff are competent 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 Sub Committees of the Governing Body report at least annually to the Full Governing Body on health and safety issues within the school.

Phase leaders will ensure that:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the headteacher or senior leadership team.
- Significant hazards within their department 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.
- 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.
- A system to manage health, safety and wellbeing within their department is implemented, which may include a schedule of inspection, service and maintenance arrangements for equipment and services and accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

Staff (including agency staff)

All staff (including agency staff) are responsible for:

- Complying with the school's health and safety policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the 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 information, instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.

- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to the school's Governing Body, headteacher and/or senior leadership team any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

Pupils

All 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/ teaching assistant/ headteacher.

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.

Incidents and Accidents

By being vigilant over the occurrence of minor mishaps we can reduce the probability of major injury. A record is kept of all injuries to pupils and staff or visitors on the premises via CPOMS and CF50s. Details of the time of the incident, person involved, the nature of the accident, the injury sustained, and the treatment given should be entered. These records will be periodically examined by the Headteacher and documented for the Governing body.

Relevant report forms are completed in respect of all significant injuries and retained in school. CPOMS entries are required for completion not only in the event of injury being sustained but also when a hazardous incident occurs or when a significant injury (eg one where a person is referred to hospital, even if specified injury is not diagnosed) is suspected. Parents alerted to injuries that have happened at school need to be asked to inform us if they subsequently take the child to hospital. The Personnel Section at the LA need to be informed in case there is a later claim and in case they need to complete a report for the HSE.

When considering the cause of an accident establish what happened by allowing witnesses and/or injured parties to tell the whole story. Questions should be asked to clarify areas of doubt. Beware of jumping to conclusions and bear in mind that some witnesses may be afraid of repercussions and will

need reassurance. Careful notes should be taken, with sketches if possible. The effort and time put into an investigation should be proportional to the potential severity of consequences of future reoccurrence.

An aide memoire is useful:

- Where and when did the accident happen?
- Who was injured and what was the injury?
- Who saw it happen?
- What was the injured person doing at the time?
- Was this normal behaviour?
- Were protective measures appropriate, understood and being used?
- Was the person adequately taught or trained to carry out the activity?
- Was there a defect in equipment or the premises?
- Was adequate supervision in operation?

Hazards

The following general points should be kept in mind:

- Working areas and exits should be kept tidy and clear. Children should be encouraged to store clothes or toys where others will not trip over them. Corridors should be free from chairs, bags or other obstructions. Cupboard doors should be closed.
- Children should not be required to move or lift heavy objects. When tables are to be moved by children this must always be closely supervised with two children to a table.
- Any spillages should quickly be cleaned up to avoid dangers associated with wet floors.

Safety Representative / Safety and Hazard Inspections

Every member of staff has a vital role in supporting and promoting good practice in Health and Safety across the school.

The Health and Safety Representatives act in the interests of all staff. However, it should be noted that these representatives are volunteers and therefore do not hold any greater legal responsibility for Health and Safety than other employees.

The Health and Safety Representatives at the school are:

- Sadie Procter
- Lee Cockcroft

First Aid

The appointed person for first aid is the headteacher who will be responsible for taking charge of the situation in the event of serious illness or injury, for checking that emergency aid is summoned and for ensuring that relatives/parents are contacted. In her absence this responsibility falls to the deputy headteacher and then the Health and Safety Representative.

The appointed person will also ensure that reporting procedures are carried out. Trained first aiders available in school are also expected to assist in these responsibilities. Several members of staff have an emergency first aid qualification and further training will be arranged on a periodic basis. A number of support staff are first aiders which is also reviewed regularly to ensure that training is provided periodically. The appointed person is responsible for the upkeep of first aid equipment. No other requisites or medication are to be used. For routine first aid, qualified staff will attend to casualties.

Extreme care must be exercised when dealing with injuries involving blood and body fluids; disposable gloves should always be worn. Where a child has a dressing which is seeping s/he should be referred for attention to the first aider.

Where a serious injury or illness occurs, emergency medical aid must be summoned immediately. Great care should be exercised if that patient has to be moved; if any doubt exists over the severity of injuries, then it is better not to move the patient. In such cases help should be summoned immediately.

Where a child is taken from school by ambulance, it is highly desirable that a responsible adult accompanies the patient. Parents should be contacted at the earliest opportunity but on no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents. When parents are unable to get to school in time to accompany the ambulance, then a member of staff will be asked to accompany the child.

Where a child suffers a head or jaw injury, the class teacher needs to be informed (will be alerted via CPOMs). It is important that such cases are monitored carefully for any subsequent deterioration. Parents are to be informed of significant injuries/blows to the head before the child leaves school. This is normally done by email via Arbor. Should the child have an evident mark to their head/face having suffered a head injury the parent is to be called to be informed as well as having an e-mail.

Where a child has a medical condition (e.g. diabetes, epilepsy, asthma) it is important that staff who come into contact in a supervisory role have knowledge of this and are aware of relevant precautions and treatments. Such information will be conveyed through medical alerts in Arbor and will be detailed on the child's individual health care plan. All information is regarded as confidential.

For further information can be found in our **First Aid Policy** and our **Supporting Children With Medical Conditions Policy**.

Manual Handling

Manual handling takes place daily in schools, including lifting boxes, furniture, equipment, and, in some cases, assisting pupils. Most tasks carry a low level of risk and may not require a formal assessment. However, certain activities can present significant risks of injury and must be managed carefully.

Examples of Manual Handling Activities in School

- Carrying or lifting heavy boxes or equipment.
- Handling deliveries (e.g. paper, supplies, furniture).
- Moving furniture or PE/stage equipment.
- Lifting children (e.g. assisting disabled pupils).
- Lifting by staff with medical conditions affected by strain.
- Carrying items in areas with obstacles or wet floors.

Legal Requirements

Under the *Management of Health and Safety at Work Regulations* and the *Manual Handling Operations Regulations (MHOR)*, schools must:

1. Avoid hazardous manual handling wherever possible.
2. Assess unavoidable tasks to identify risks.
3. Reduce risks “as low as reasonably practicable.”

Avoiding and Managing Risk

- If a task feels unsafe or may cause strain/injury, do not attempt it- seek advice or help from the Headteacher or Site Supervisor.
- Use appropriate equipment (e.g. trolley) to reduce manual lifting.
- Delivery drivers should, where possible, place items in a convenient location; the Site Superintendent or designated staff will move them to storage.

Safe Storage and Lifting Practices

- Plan lifts in advance - remove obstructions and ensure a clear route.
- Never lift heavy or awkward items alone - ask for help.
- Start in a good posture- The heavier the load, the lower you will need to bend.
- Adopt a stable position before lifting- Legs apart to steady the lifting position. Bend the knees, not the back when lifting.
- Get a secure hold of the load- Keep loads close to the body, with the heaviest side nearest.
- Lift smoothly, avoid jerking, and don't exceed personal capability.
- Minimise twisting, stooping, and reaching. Turn by moving your feet, not your body.
- Store heavy items below waist height.

- Use approved stepladders, not chairs, to access high shelves.

Children Lifting and Carrying

- Pupils should only lift items suitable for their size and strength.
- In PE or similar lessons, lifting and carrying activities must be risk assessed and supervised appropriately.
- Teachers must ensure pupils are given clear instructions and guidance on safe handling.

A separate Manual Handling risk assessment can be found in the Health and Safety risk assessments.

Moving and Handling

“Moving and handling” refers to the lifting or physical support of children. Only staff whose duties require it, and who have received appropriate training, should carry out these tasks.

Children with physical or mobility needs must have an Individual Care Plan that outlines any necessary equipment (e.g. wheelchair, hoist, standing frame) and safe handling procedures. All staff involved in the child’s care must be familiar with this plan. Where lifting equipment is provided (such as a mobile hoist or stair lift), staff will receive training in its safe and correct use.

During intimate care procedures, children should be encouraged and supported to climb onto the changing bed independently using the steps provided. Staff should avoid lifting wherever possible. The mechanical changing bed can be made higher or lower to support the independence of the child. For further guidance, refer to the Intimate Care Policy.

Working from Height

At Clapgate Primary School, the safety of all staff, pupils, and visitors is our highest priority. Any work carried out at height, including tasks such as putting up classroom displays, cleaning windows, accessing high storage, or performing maintenance, must be undertaken with full adherence to the school's risk assessment and the Work at Height Regulations 2005. Only trained and competent staff or contractors are permitted to use ladders or access equipment, which must be inspected regularly and kept in good condition. Fortnightly checks will be carried out by the site superintendent of all working from height equipment. Staff must ensure that suitable ladders or steps are used when working from height and that three points of contact are maintained at all times. Visual pre checks of ladder or step ladders should be carried out before use.

Before using a step ladder:

Examine it for defects by looking particularly at:

1. the top tread or platform – is this securely fixed?
2. all the treads – are they soundly fixed to the stiles?

3. the stays, chains or cords – are they in good order?
4. the rubber feet – are they in place and securely fixed?

Work areas should be kept clear of pupils and unnecessary staff. No one should overreach, and work at height must not be carried out alone. Wherever possible, tasks requiring height should be avoided or completed outside of school hours to minimise risk. Any incidents or near misses must be reported immediately and recorded in line with school procedures.

When using ladders, ensure they are placed on a level, firm surface. Your waist should never be higher than the top step, and overreaching must be avoided. Standing or climbing on chairs or tables is not safe and must not occur.

Dangerous Substances/Materials

All substances which may be hazardous to health are to be locked away in the cleaning stores or superintendent store room. They are covered by the Control of Substances Hazardous to Health Regulations of 1988 (COSHH). In school the most obvious substances used which must be locked away are: certain cleaning fluids; reprographic fluids/materials. All cleaning materials not in use should be locked away in the cleaning cupboards. We have a separate risk assessment in place for all hazardous cleaning products in school which is provided through a private cleaning company.

Electrical Safety

Electrical safety is one of the most significant health and safety concerns in schools. Children should receive regular guidance on electrical safety as part of their science curriculum, and access to electrical hazards must be prevented. Trailing wires should be avoided, and switches and sockets must remain unobstructed by displays. Any damage to sockets, switches, or plugs must be reported immediately to the School Superintendent. Damaged items will be removed from use until repaired.

All portable appliances (PA) will be checked according to recommended schedules and recorded. Personal electrical equipment may be brought into school but must first be inspected by the Site Superintendent. If deemed safe, it will be added to the PAT testing schedule. New items do not require PAT testing for the first year. Any faulty appliances must be taken out of use, secured, and clearly labelled “**Unserviceable – Do Not Use.**” All staff are responsible for completing visual checks of portable appliances before use. The Site Superintendent will arrange annual PAT testing of all electrical equipment.

Plug-in adaptors must not be used. Extension leads must be fully uncoiled before use. Only approved contractors may carry out repairs to electrical equipment; staff must not attempt these repairs. Care must be taken to ensure electrical heaters are not obstructed by combustible materials. Classroom fairy lights must be switched off at the end of each day.

Contractors on Site

The Site Superintendent will make special arrangements regarding health and safety when contractors need to work on site.

Key factors are:

- Safe working practices
- Maintenance of safe exit routes
- Separation of contractors and pupils
- Notification of arrivals by contractors on site each day

A permit to work will be issued by the Site Superintendent to contractors and they will be advised in writing of the school's own safety procedures and alarms.

Asbestos Management

Clapgate Primary Schools acknowledges its responsibility to manage asbestos safely in accordance with current legislation and guidance. As part of our duty of care, a full asbestos survey has been carried out and all findings are detailed within the school's Asbestos Report, which is held on site and available for reference by authorised personnel.

The school confirms that asbestos-containing materials (ACMs) are present on site but are fully contained, in good condition, and pose no risk to staff, pupils, or visitors under normal school operations. All identified ACMs are subject to routine monitoring as part of our Asbestos Management Plan to ensure their continued integrity.

All staff have been informed of the presence and safe management of asbestos on site and are aware of the procedures in place. Staff are reminded that they must not undertake any drilling, fixing, or maintenance activities in restricted areas or on surfaces where asbestos may be present. Any concerns regarding damaged materials or suspected disturbance must be reported immediately to the Headteacher or Site Superintendent. Only qualified and authorised contractors are permitted to carry out work in areas where ACMs are present.

Before commencing any work, all contractors must read the Asbestos Report and sign to confirm their understanding of the findings and the control measures required. Contractors will not be permitted to start work until this confirmation has been received. Through these measures, the school ensures that asbestos remains safely contained and that the site continues to provide a safe and secure environment for pupils, staff, contractors, and visitors.

School Security

All visitors to the school are required to report to reception and 'sign in' on arrival. They will be issued with badges to assist staff in identification. Staff should as a matter of course challenge visitors eg

'Can I help you?' or 'Have you signed in?' to ascertain the reasons for their visit. Visitors should also sign out on leaving.

Outside doors should be closed when children are in school so that visitors are guided through the main entrance. Care should be taken to check the identity of any unfamiliar adults entering school or collecting children. If in doubt about explanations or you are worried, then contact the headteacher or office straight away.

Wherever possible, valuable equipment should be removed out of sight at the end of the day.

Blinds/curtains should be drawn to hide equipment from sight if placed near windows.

The number of keys to the school is limited to headteacher, business manager and Site Superintendent.

Pupils and ex-pupils seen on the premises out of hours should always be politely requested to leave with the explanation that by their presence they are running a risk of incrimination if any damage or crime occurs. They should not be approached antagonistically but if names are known these should be recorded and passed to the Headteacher.

The school is protected by a security alarm.

Road Safety

In school, matters of road safety are regularly drawn to pupils' attention. This will include times when road safety may be related to curriculum areas (eg a study of visibility in science). Road safety is also considered as part of an overall programme of PSHE. Clapgate participates in the School Streets scheme and regularly liaises with Leeds City Council and the local police. Cranmore Drive and Raylands Road are closed to vehicles 8:25-9:35am and 2:40-3:50pm. Any vehicles entering the street within these times must be displaying a permit.

Physical Education and Equipment

All apparatus and equipment are to be correctly sited, used and supervised. Before every PE lesson, staff must carry out a visual safety check of all equipment, ensuring it is free from damage, securely assembled, and safe for use. Any concerns must be reported immediately and the equipment removed from use. All large apparatus and fixed equipment are checked and serviced annually by an external company, and any required repairs or adjustments will be actioned promptly. Records of these servicing checks are kept by the school.

Correct clothing is important for PE activities. Loose clothing or untied long hair can present dangers for apparatus work. For indoor gymnastics children should use bare feet. Outdoor work will require footwear appropriate to the surface. Earrings should be removed prior to physical education lessons; this is not a task for the teacher. Hooped or dangly earrings are not allowed in school and must not be

worn in PE lessons. The nature and duration of activities should consider the weather conditions. In cold conditions the lesson must involve every child in vigorous activity whereas on very hot days care needs to be taken not to expose children to too much sun.

There should be an immediate 'stop' system understood by all and practised regularly. If an accident does occur, all activity should first be stopped and the class should be inactive, quiet and safe. Help should be summoned; PE classes should never be left alone.

PE lessons present situations that require special consideration. Travelling to the playground and the field should be supervised and should always be walking, not running. Equipment such as cones, posts and poles must be carried correctly. Before any activity involving bats and sticks (particularly cricket, rounders, or hockey), a reminder should be given about correct handling of the equipment and safe fielding positions. Bats and sticks should never be swung indiscriminately and must not be thrown or dropped during a game.

Swimming

The safety regulations and rules of the swimming lesson provider should be consulted.

Children need to be aware of the need for strict adherence of rules about safety at the swimming pool. Behaviour which could jeopardise safety standards on the way to the pool, at the pool or coming back from the pool must not be tolerated and needs to be reported to the headteacher.

Supervision

Over half of all injuries to children at school happen in the playground, the main causes being collisions and slips, trips and falls. Children's play is regularly monitored.

Playground supervision is as follows:

For morning breaks children will be taken out to play by teachers or TAs, once they are satisfied that duty staff are on the playgrounds. Lunchtime supervision will be timetabled on a half termly basis by the Emily Smith who is responsible for lunchtime organisation and staffing. At the end of play/ lunchtimes, the whole school procedures must be followed to ensure a smooth transition back into the classroom. At home time, staff should maintain a presence around classrooms and exits.

It is important that teachers do not leave classes unsupervised; they should ensure that all resources are at hand before the start of the lesson.

Children must never be allowed access to potentially hazardous or restricted areas, including:

- The boiler house
- Outside storage rooms
- Waste bin areas
- The kitchen
- Cleaning storerooms

Educational Visits / Sports Fixtures / Leaving of Premises with a Party

The school follows the Leeds Local Authority (LA) recommendations for Educational Visits, as outlined in the Local Authority documentation and in the school's Educational Visits Policy.

All visits are to be planned and recorded using Evolve. Any activity considered an out-of-school activity must have the prior approval of the Headteacher.

No children are permitted to leave the school premises without appropriate supervision, and parental permission must always be obtained in advance — this applies even to short local visits.

Further information can be found in our **Educational Visits Policy** which outlines our full guidance and procedures.

Movement Around School

Staff should ensure that children move silently and in an orderly manner when supervised by an adult. When unsupervised, children should move quietly and calmly, always showing awareness and consideration for others.

Both staff and pupils must remain vigilant in keeping corridors and walkways clear and tidy. Items should not be left on the floor unnecessarily. Classroom should aim to be clear, safe spaces.

Children should be encouraged to hang up coats, bags, and belongings that fall on the floor in cloakrooms to maintain safe and unobstructed exit routes at all times.

Cleanliness and Maintenance

A high standard of cleaning must be maintained throughout the school. Any concerns regarding cleaning or hygiene should be reported promptly to the Headteacher and/or Site Superintendent.

Pupil Illness and Infectious Diseases

If a child becomes unwell during the day, our policy is to inform parents by telephone in order that the child may be taken home. This will be dependent upon the condition of the child and the known family circumstances. If the condition appears serious, the child must be accompanied to hospital, or emergency aid summoned, with the parents being informed at the earliest opportunity. If a child appears unwell at the end of the school day, it is important that parents are informed so that the sick child may be collected from school/rather than finding his/her own way home.

Where it is suspected that a child at school is suffering from an infectious disease (eg appearance of rash etc) the headteacher should be consulted. Where a child is sent to school suffering from illness, the headteacher should be informed in order that a request may be made to parents to keep the child

at home until better. The recommendations for School absence in relation to infectious diseases are taken from 'Communicable Disease Control in Schools'.

Kitchen and Catering

Responsibility for safety in the kitchen lies with the Catering Manager and Catering Leeds. Kitchen staff must remain attentive to all health and safety issues. The highest standards of hygiene must be maintained during the preparation and serving of food, and all staff should be aware of potential hazards and first aid procedures. CO₂ monitors are installed in the school kitchen and will display a red warning if CO₂ levels become unsafe. Staff check these monitors regularly. Emergency shut-off valves for both gas and electricity are also located within the kitchen. Fourteen guidance documents on kitchen health and safety procedures are held by the Catering Manager, who is responsible for ensuring that all procedures are followed.

Staff Welfare

The LA policy on Violence and Aggression at Work provides this definition on the issue:

Any incident in which an employee is verbally abused, threatened, or physically assaulted in circumstances arising out of the course of his/her duties

Any instances of physical or verbal threats against staff by pupils, parents or members of the public should be reported immediately to the headteacher.

The following is a list of recommendations to help safeguard individuals:

Risk	Action
Working alone in school	Ensure security doors are closed Use a room with a second exit Let friends/relatives know what time you expect to be home
Interviews/meetings with potentially aggressive people	Inform others in the team and if necessary have another member of staff present Keep office/classroom door partially open Do not argue; leave the room and report to the headteacher Choose a position near the door that allows easy exit
Banking duties (if needed)	Vary times Use a dummy bag where possible Do not resist demands for money with menaces
Alarm call response – key holders	Do not enter without police or before a reasonable time has elapsed Do not physically try to arrest or restrain an intruder
Unauthorised persons in the school grounds	In school hours: Alert Headteacher Be polite in requests for them to leave Ensure you have colleagues present If in doubt, call for the police Out of school hours: If individuals or groups refuse to leave, call police

	Do not put yourself in danger; leave the premises, call the police
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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.

Arrangements

Standards affecting the whole school

Detailed arrangements for delivering this policy can be found in a series of guidance documents set out in the "Health and Safety Handbook for Schools", which define the health, safety and wellbeing management system and describe how specific health, safety and wellbeing risks are controlled. These guidance documents may be supplemented where necessary by local arrangements at school level.

Appendix 1- Health and Safety Law Poster

HSE/08/09 Annex 2



Health and Safety Law *What you need to know*

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about preventing people getting hurt at work or becoming ill through work. Your employer is responsible for health and safety, but workers must play a part.



What employers must do

- 1 Decide what could harm people and take precautions to stop it happening. This is called a risk assessment. Explain how risks will be controlled, in a way you can understand.
- 2 Let you know who is responsible for making this happen.
- 3 Involve you and your health and safety representatives in deciding what could harm you in your job and in taking precautions.
- 4 Give you the health and safety training you need to do your job, free.
- 5 Provide you with any suitable equipment and protective clothing you need, free and ensure it is properly looked after.
- 6 Provide you with toilets, washing facilities and drinking water.
- 7 Provide adequate first aid facilities.
- 8 Report injuries, diseases and dangerous occurrences at work to the Incident Contact Centre:
0845 300 99 23
- 9 Have insurance covering liability for injury or disease caused to employees by their work. Display a copy of the current certificate of insurance where you can easily read it or access it electronically.
- 10 Work together with any other employers or contractors sharing the workplace, or providing employees (such as agency workers), so that everyone's health and safety is protected.

What workers must do

- 1 Use any work items your employer has given you, as you have been trained to do.
- 2 Take reasonable care of your own health and safety and other people's.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, or the person responsible for health and safety) if you think something is wrong, and the work or protective measures are giving rise to serious health and safety risks.

If there's a problem

- 1 Talk to your employer or supervisor. If you are not satisfied, you can contact HSE or your local council.
- 2 Call HSE's Infoline to get information about health and safety in confidence. Infoline can also tell you how to contact the enforcing authority for health and safety in your workplace and your local Employment Medical Advisory Service:

0845 345 0055

- 3 If you are worried about your employer, you can speak to us confidentially and without giving your name.

- 4 Look at HSE's website for further advice:

www.hse.gov.uk

Your health and safety representatives

Other health and safety contacts

Fire safety

You can get advice on general fire precautions etc from the Fire Brigade or your fire officer.

Employment rights

You can find out more about your employment rights on the Directgov website at:

www.direct.gov.uk



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Appendix 2- Monitoring of Safety Procedures

Inspection Check	Carried out by	Frequency	Recorded
Emergency evacuation	Headteacher / Superintendent	Termly	Yes
Fire alarm testing	Superintendent	Fortnightly	Yes
Fire-Fighting appliances and Smoke alarms	Approved Contractors	Extinguishers – Annually Detectors - Annually	Yes
Emergency Lighting	Approved Contractors	Annually	Yes
Invacuation Drills	Headteacher / Superintendent	Twice a Year	Yes
Risk Assessments	Headteacher	As required	Yes
School environment check	Superintendent	Fortnightly	Yes
Full site inspection	Superintendent/ SLT	Annually	Yes
Accident Book/Log	Headteacher, Governors	Termly	Yes
Portable Electrical Appliances	Approved Contractors	Annually	Yes
Gas appliances	Approved Contractors	Annually	Yes
Outside/ Indoor Play equipment	Superintendent and Approved Contractors	Superintendent – fortnightly Approved Contractors - Annually	Yes
Water Systems	Approved Contractors	Monthly (Legionella)	Yes
Asbestos	Approved Contractors	Annually	Yes
Kitchen	Leeds City Council / Catering Leeds	N/A	Yes with LCC
Tree Safety	Approved Contractor	Annually	Ongoing