Health and Safety Policy

Last Reviewed by:	Pam Sayle
Date of review:	November 2025
Due for next Review:	November 2026
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2. Introduction

Aim

This document sets out how Highfield School will implement the statement of intent detailing the commitments to health and safety.

Objectives

Outline the health and safety roles and responsibilities of all employees, third party contractors and others associated with Highfield School.

Outline the high standards of health and safety expected from all employees, third party contractors and others associated with Highfield School.

Outline organisational safety arrangements to provide all managers, employees, third party contractors and others associated with Highfield School with the necessary information, resources, systems and support to assist them in fulfilling their legal and moral duties with regards to maintaining a positive safety culture and safe systems of work throughout.

Outline arrangements for monitoring and recording health and safety arrangements and compliance.

Scope

This policy applies to all employees of Highfield School and others (Governors, volunteers and members of the public fundraising on behalf of Highfield School , visitors and contractors) who are on school premises and/or working on behalf of Highfield School, and whom may be affected by its activities.

Primary Legislation and/or Regulation

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999
Fire Safety regulations 2022
Control of Legionella
Control of Asbestos Regulations 2012

3. Policy Statement

The policy and policy statement is to be made available on the Staff Shared Drive and during induction training for all employees.

This policy supersedes all previous copies of the health and safety policy and organisational arrangements.

Highfield School is committed to providing a safe and healthy environment and that all activities carried out by its undertaking, are coordinated effectively to ensure that any risks to health and safety meet our minimum common and statutory health and safety responsibilities as far as is reasonably practicable. In addition;

(i). Monitor compliance with the aim to continuously improve health and safety by setting the highest objectives and implementing pro-active safety management systems set against the model Health and Safety Executive's (HSE) "Successful Health and Safety Management" (HSG 65).

(ii). Provide appropriate information and instructions on preventive and protective measures, on any risks identified to ensure that all Highfield School employees have the necessary skills and training to perform their duties safely and understand the requirements and benefits of adhering to organisational policies, procedures and safe systems of work.

(iii). Ensure that sufficient resources are available to achieve and maintain these high standards of safety proficiency.

(iv). Be kept informed and alerted to any related health and safety issues and will endeavor to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support Highfield School's efforts by working with due regard to the safety of themselves and others. Highfield School expects and encourages similar support from contractors, partners and volunteers and co-operation from visitors who use its facilities or visit premises.

Whilst Highfield School formally and publicly accepts its collective role in providing health and safety leadership within the organisation and appoints the Governing Body as ultimately accountable for safety management systems, as a whole. Highfield School believes health and safety is a shared responsibility and only with the cooperation from everyone who works for or on behalf of Highfield School can the successful implementation of this policy be achieved.

4. Roles and Responsibilities

4.1 Governors

The Governors of Highfield School have the overall responsibility for ensuring the operations of Highfield School are executed at all times in such a manner as to safeguard, so far as is reasonably practicable, the health and safety of all employees and all persons likely to be affected by the School's operations, including contractors and the public where appropriate. The Headteacher and the Business Manager supports the Governors in the management of the health and safety function. The main duties of the Governors are to ensure:

a) That the declared statement of health and safety policy is achieved, so far as is reasonably practicable, for the health, safety and welfare at work of all employees.

b) That all employees are made aware that health, safety and welfare are regarded as having equal ranking with other management responsibilities.

c) That health and safety items receive appropriate attention and that sufficient funds/resources are made available to implement any such items.

d) That the health and safety policy is reviewed regularly, and appropriate changes made when necessary, and that it is circulated to all employees.

e) That all employees are advised of new regulations and proposed changes in legislation.

f) That an effective health and safety organisation is established and maintained in order that the School meets its obligations as detailed under the Management of Health and Safety at Work Regulations 1999.

g) That all employees are aware of their responsibilities with respect to the health, safety and welfare at work of employees.

h) comply with the statutory duties imposed under the Health and Safety at Work etc Act 1974.

i) Liaison with the appropriate Trade Unions and employees on all policy matters concerning health, safety and welfare at work.

j) That adequate monitoring of the effectiveness of this policy is carried out and, with the assistance of the Business Manager, an annual health and safety report is prepared for Governor's consideration.

4.2 Head Teacher

The Head Teacher is responsible for implementation and effective application of this policy. In order to achieve this, they will work with the School Governors, Senior Leadership Team and Business Manager.

The Head Teacher will:

a) Ensure that all policy, standards, procedures, regulation and legislation relating to health and safety management are applied.

b) Ensure that roles and responsibilities for health and safety are clearly defined, this should be documented within job descriptions where appropriate.

c) Ensure sufficient resources, time and effort is dedicated to health and safety, proportionate to the level of risk.

d) To provide effective Operational Occupational Health and Safety Management Systems (comprising Safety Assurance Standards and Compliance Monitoring Check sheets) which detail how health and safety is managed and ensure that these are implemented and maintained as far as is reasonably practicable.

e) Instigating investigations promptly into failures and taking appropriate timely action.

f) Ensure that all employees are aware of the health and safety arrangements, policies, practices and procedure. Effective communication and engagement with employees and trade unions on health and safety matters.

g) Ensuring that there are means in place to train employees with regard to health and safety.

h) Advise School Governors if additional measures are required in order to comply with health and safety procedures/current good practice.

i) Ensure that all health and safety matters are coordinated within the school including the recording, collection and issuing of health and safety advice and information. Ensuring that the health and safety performance of the school is monitored and that action is taken on any shortfalls highlighted.

4.3 Senior Leadership Team

All persons who supervise or control the work of others are responsible for ensuring health and safety matters are an integral part of all activities. Health and safety will be given due consideration at all times.

The Senior Leadership Team will:

a) Ensure that all policy, procedures, standards, regulation and legislation relating to health and safety management are applied.

b) They are responsible for ensure employees and agency staff receive appropriate information, instruction, training and supervision in such a way to secure their health and safety. Particular attention needs to be paid to new or young employees who may be unaware of the risks of the work they are asked to perform.

c) To ensure Operational Health and Safety Management System (including health and safety instructions, risk assessments etc) are understood and put into practice.

d) Manage the day-to-day health and safety requirements within their own area of control and for ensuring that all levels of employee are aware of their responsibilities.

e) Report any health and safety problems, through the escalation procedure (Refer to Appendix A), which cannot be promptly corrected and taking action to ensure the problem is resolved.

f) Ensure where their employees carry out work activities with known inherent risks, suitable risk assessments are completed. Significant risks are documented and resultant safe systems of work are implemented, maintained and regularly reviewed including health surveillance where appropriate. Provide a copy of the risk assessments to the Business Manager to ensure that a School risk register is compiled.

g) Ensure that health and safety is effectively communicated and is a standing item on the agenda at department/management meetings.

h) Encourage employees to report hazards/near misses to develop learning and prevent future incidents and to feed back on the findings and changes to processes.

i) To personally promote good health and safety practices.

j) Holding to account, instigate disciplinary action when required and investigate failures.

4.4 Business Manager

Is responsible for the development and promotion of the School's Health and Safety Management System and for the monitoring their implementation and effectiveness. The main duties are:

a) To produce and maintain an Occupational Safety and Health Management System.

b) To report to the Governors and Head Teacher on the health and safety performance of the school.

c) To disseminate any current or intended health and safety legislation to employees, and promote awareness of health and safety practices throughout the school.

d) To liaise with the Senior Leadership Team on all matters relating to the health and safety information, instruction and training of all employees.

e) To ensure that appropriate action is taken to implement any recommendations made by HM Inspectors of Health and Safety from the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers.

f) To monitor the effectiveness of policies and control the uniformity of approach to health and safety throughout the School.

g) Ensure that health and safety standards are monitored in a systematic way such as: premise inspections, management checklists, spot checks, paperwork checks, and hazard spotting, including the review of accidents, incidents and near misses, and where deficiencies are identified they are promptly rectified and that any trends / lessons learnt from the monitoring is acted upon and shared as appropriate.

h) Liaise with the Local Authority Corporate Health and Safety Team for general advice on health and safety matters, as well as specialist advice such as COSHH, RIDDOR, risk assessments and undertaking audits of health and safety management arrangements.

i) Liaise with the Local Authority Occupational Health Unit for advice and guidance regarding employees' fitness to work issues, medical restrictions and stress management.

4.5 Employees

Including volunteers and members of the public fundraising on behalf of the School, contractors and individuals on placement

All people regardless of their position within the management structure have specific legal duties placed upon them by the Health and Safety at Work Act 1974.

Employees are expected to:

a) Ensure they take reasonable care of their own safety. Ensure that they do not put at risk the safety of anyone else who may be affected by the work they are carrying out or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.

b) Co-operate to enable compliance with all statutory and School duties and policies.

c) Not to initiate, or continue, any process or activity that places employees, or others, in danger, or is in breach of statutory obligations with respect to health and safety.

d) Where the employees work at other organisations' premises, they must also comply with any additional health and safety arrangements implemented by that organisation, but only if these instructions support safe systems of work that are at least equal of those operated by the School.

e) Report all accidents, incidents, near misses or hazard including verbal/physical abuse and instances of threatening behaviour to a member of the Senior Leadership Team, they must also report equipment which is defective.

f) Attend any health surveillance as required.

g) Ensure that they wear appropriate protective clothing / equipment and use correctly, tools, equipment, plant, machinery, furniture and buildings as required.

4.6 Trade Unions and safety representatives

Trade Unions and safety representatives will:

a) Raise concerns to a member of the Senior Leadership Team.

b) Attend joint consultative health and safety meetings.

c) Carry out health and safety inspections and investigations with the assistance of the Head Teacher, Senior Leadership Team and Business Manager.

d) Engage with the Head Teacher as appropriate to find solutions to problems.

4.7 Visitors and the Public (including pupils and students)

All visitors will adhere to School health and safety requirements at all times. The School will ensure, so far as is reasonably practicable, the health, safety and welfare of all visitors to school premises. Ensure that equipment installed in public areas is safe and without risk to members of the public whilst they are on school premises. All reasonable action will be taken to ensure that visitors are accompanied in these areas where risks are known to exist or that visitors are made aware of such risks.

4.8 External/Partner Agencies

Work Locations Controlled by Others (Shared Premises)

When third party contractors are used, the relevant manager must ensure there is a comprehensive method statement, plan for adhering to health and safety legislation and competent persons ensuring compliance with both the legislation and School policies. It will be the responsibility of the third party to adhere to all health and safety requirements at all times.

Where we enter into partnership agreements with other organisations to deliver services, or to undertake projects, we will establish that there is adequate co-ordination of health and safety arrangements between the partnership organisations and will make reasonable enquiries to establish the competence of any potential partnership organisation, where if the nature of the activities involved can impact on the health and safety of our employees, or others affected by the partnership activity, or service.

A contractual arrangement with others does not absolve the School of its legal and moral duties with regards to maintaining a positive safety culture and safe systems of work throughout, or prosecution from the Criminal Prosecution Service or Health and Safety Executive. The School must ensure that adequate checks and monitoring is carried out.

5. Arrangements for Health and Safety

5.1 Accident and Incident, Near Miss Reporting and Investigation

The School enforces a policy of recording and reporting accidents, incidents and near misses or hazards including violence and aggression.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 identifies the categories of Adverse Events which must be reported to Enforcing Authority the Health and Safety Executive (HSE). It is the Business Manager's responsibility to report to the Local Authority's Corporate Health & Safety Team who will report to the HSE under RIDDOR.

The following are reportable under RIDDOR when they result from a work-related accident:

- The death of any person
- Specified Injuries to workers
- Injuries to workers which result in their incapacitation for more than 7 days
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises.
- Dangerous occurrences.

Where it is necessary to report any of the above to the HSE in line with RIDDOR the employees manager/responsible manager must notify the Business Manager as soon as possible and provide them with all the relevant information required to enable them to make the report to the Local Authority's Corporate Health & Safety Team.

Investigations, reporting and recording of accidents/incidents, near misses and dangerous occurrences are carried out in line with the Accident & Incident protocols. However, in the event of a work-related death or even if there is no immediate death but it is suspected the individual involved in the accident may die as a result of their injuries the School's 'Fatal (Serious) Accident protocol will be implemented.

5.2 Asbestos

The School is committed to complying with the legislative requirements of the Control of Asbestos at Work Regulations 2012.

The School acknowledges the health hazards arising from exposure to asbestos and is committed to protecting employees and others who are potentially exposed to asbestos so far as is reasonably practicable.

The School employ competent persons to assess the level risk of asbestos in its premises and to provide specialist advice as to the measures required to control the risk. Where necessary employees are provided with adequate information required to ensure they can work safely in School premises.

5.3 Emergency Planning and Business Continuity

Health and safety considerations and regulations will be incorporated into all of the Emergency Planning response and recovery documents that are created and maintained. The Governing Body will be responsible for ensuring compliance with all legislation, policies and current good practices.

The Senior Leadership Team are responsible for ensuring appropriate business continuity arrangements are developed and maintained for their critical activities.

5.4 Confined Spaces

The School is committed to complying with the legislative requirements of the Confined Spaces Regulations 1997.

The School acknowledges the hazards arising from confined spaces and is committed to protecting employees and others who are required to enter confined spaces so far as is reasonably practicable.

Those employees who are required to enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.

5.5 Construction (CDM2015)

The School is committed to complying with the legislative requirements of the Construction (Design and Management) Regulations 2015.

The School employs competent persons whom provide CDM services to at least the minimum standards as required by the Construction (Design and Management) Regulations 2015.

The School is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises during any construction projects.

5.6 Consultation with Employees (and Others)

The School is committed to complying with the legislative requirements of the Safety Representatives and Safety Committees Regulations 1977 and the health and safety (Consultation with Employees) Regulations 1996.

The School will consult with the recognised trade unions, employees or their representatives on health and safety matters. Where employees are not in groups represented by trade unions, The School will consult those employees directly.

Employees will be consulted on; the introduction of any measures which may substantially affect their health and safety at work; arrangements for employing competent people to help comply with health and safety laws; the risks and dangers arising from their work; measures required to eliminate or reduce the risks; the planning and organising of health and safety training and the health and safety consequences of introducing new technologies.

The School will ensure that all Governors, visitors, contractors, volunteers and members of the public fundraising on behalf of The School are, where appropriate made aware of the requirements of existing and new statutory legislation, regulations, policies, arrangements and procedures.

5.7 Contractors

The School is committed to ensuring all contractors are competent to complete the appointed task. The School will ensure they consider any health and safety implications and provide relevant information and instruction to the contractor. The School must consider how they intend to manage and supervise the work of the contractor and agree the nature of controls before work is due to commence.

5.8 Display Screen Equipment (DSE)

The School is committed to complying with legislative requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees who consider themselves a regular DSE user must complete a workstation assessment annually and submit this to the Business Manager, who will maintain a register of DSE assessments and remedial actions.

Employees who are classed as DSE user under DSE regulations (usually non-teaching / office based staff) are entitled to a full eye test on a regular basis (normally every 2 years).

5.9 Drug and Clinical Waste

The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002.

The School recognises the increased risk to employees of incurring sharps injuries from discarded drug waste and only permits employees who have received the appropriate information, instruction and training and have appropriate equipment to carry out such tasks.

The School has a contract with Initial to correctly dispose of drug & clinical waste.

5.10 Electrical Installations and Appliances

The School is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 & The Electrical Equipment (Safety) Regulations 2016.

The Business Manager will arrange for the inspection of portable appliances owned by the school. Employees are responsible for ensuring that these appliances are made available for inspection.

The School is responsible for ensuring the maintenance/inspection of all fixed electrical systems.

All electrical equipment used within the School must be appropriately CE marked; only used for the task which it was intended by the manufacturer and in an appropriate environment.

5.11 Fire and Evacuation Arrangements

The School employs competent persons to complete fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Regulations 2022.

The School is responsible for maintaining fire and evacuation procedures, adequate means o escape and maintaining fire detection/alarm systems and fire equipment. Employees are responsible for compliance with fire and evacuation procedures.

Ms P Pickles	Fire Marshall Trained	Completed September 2025	Renew 2028
Mr J Bond	Fire Marshall Trained	Completed November 2025	Renew 2028
Mrs J Bonson	Fire Marshall Trained	Completed September 2023	Renew 2026
Mrs J Hickey	Fire Marshall Trained	Completed December 2022	Renew 2025
Mrs A Bates	Fire Marshall Trained	Completed December 2022	Renew 2025
Mrs A Cook	Fire Marshall Training	Completed November 2025	Renew 2028
Mrs P Whitley	E-vac Trained	Completed 2023	Renew 2026
Mrs K Walker	E-vac Trained	Completed 2023	Renew 2026
Mrs J Judd	E-vac Trained	Completed 2023	Renew 2026
Mr D Andersson	E-vac Trained	Completed march 2025	Renew 2028
Mrs L Tweddle	E-vac Trained	Completed march 2025	Renew 2028
Mrs C Gunson	E-vac Trained	Completed march 2025	Renew 2028
Mrs S Harwood	E-vac Trained	Completed march 2025	Renew 2028
Mrs L Ashworth	E-vac Trained	Completed march 2025	Renew 2028

5.12 First Aid

The School is committed to complying with the legislative requirements of the Health and Safety (First Aid) Regulations 1981.

The School will provide adequate and appropriate equipment, facilities and personnel to ensure employees, students, visitors or members of the public on school premises receive immediate attention if they are injured or taken ill.

Mrs J Bonson	First Aid at Work	Completed February 2025
Miss E Knight	First Aid at Work	Completed February 2025
Miss E Woodhead	First aid at work	Completed May 2024
Mr R Blackburn	Schools First Aid	Completed March 2025
Mrs C Adams	School First Aid	Completed March 2025
Miss B Andrews	School First Aid	Completed March 2025
Mrs A Andrews	School First Aid	Completed March 2025
Mrs L Ashworth	School First Aid	Completed March 2025
Mrs R Backhouse	School First Aid	Completed March 2025
Mrs R Hudson	School First Aid	Completed March 2025
Mrs R Mason	School First Aid	Completed March 2025
Mrs T Bhalla	School First Aid	Completed March 2025
Mrs L Harrison	School First Aid	Completed March 2025
Mrs S Chalkley	School First Aid	Completed March 2025
Mrs M Elsworth	School First Aid	Completed March 2025
Mrs K Treloar	School First Aid	Completed March 2025
Mrs B Cookman	School First Aid	Completed March 2025
Mr J Edwards	School First Aid	Completed March 2025
Mrs L Brown	School First Aid	Completed March 2025
Mrs A Steele	School First Aid	Completed March 2025
Mrs S Rhodes	School First Aid	Completed March 2025
Mrs K McDerby	School First Aid	Completed March 2025
Mrs J McGinn	School First Aid	Completed March 2025
Mrs N Moffatt	School First Aid	Completed March 2025
Mr T Newman	School First Aid	Completed March 2025
Mrs C Oldfield	School First Aid	Completed March 2025
Mrs B Palmer	School First Aid	Completed March 2025
Mrs P Whitley	School First Aid	Completed 2023
Mr J Radford	School First Aid	Completed March 2025
Mrs L Ramsey	School First Aid	Completed March 2025
Mrs M Burden	School First Aid	Completed March 2025
Mrs A Ryan	School First Aid	Completed March 2025
Mrs K Sellers	School First Aid	Completed March 2025
Ms V Mangham	School First Aid	Completed 2023
Mrs S Sharma	School First Aid	Completed March 2025
Mrs H Greenhough	School First Aid	Completed March 2025
Mrs C Gunn	School First Aid	Completed March 2025
Mrs N Hubbard	School First Aid	Completed March 2025
Mrs S Hughes	School First Aid	Completed March 2025
Mrs M Kankeviciute	School First Aid	Completed March 2025

Mrs S Krasniqi	School First Aid	Completed March 2025
Mrs L Day	School First Aid	Completed March 2025
Mrs K Barr	School First Aid	Completed March 2025
Mrs K Lunn	School First Aid	Completed March 2025
Mrs S Fryer	School First Aid	Completed March 2025
Mrs K Lloyd	School First Aid	Completed March 2025
Mrs K Stafford	School First Aid	Completed March 2025
Mrs R Talbot	School First Aid	Completed March 2025
Mrs A Tauseef	School First Aid	Completed March 2025
Miss E Thompson	School First Aid	Completed March 2025
Mrs T Travis	School First Aid	Completed March 2025
Mrs K Treloar	School First Aid	Completed March 2025
Mrs K Walker	School First Aid	Completed March 2025
Mrs T Warren	School First Aid	Completed March 2025
Mrs L Woodhouse	School First Aid	Completed March 2025
Mrs S Stobbs	School First Aid	Completed June 2024
Mr R Godman	School First Aid	Completed July 2024
Miss E Shore	School First Aid	Completed July 2024

5.13 Gas Installations and Appliances

The School is committed to complying with the legislative requirements of the Gas Safety (Installation and Use) Regulations 1998.

The School will ensure that gas installations and appliances are safe and do not pose a risk to the health or safety of persons. All gas installations and appliances will be maintained by competent engineers registered with the Gas Safety Register.

5.14 Hazardous Substances (COSHH)

The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986.

Substances identified to be hazardous to health will be assessed and adequate controls instigated to prevent or control exposure. Employees working with hazardous substances will be provided with suitable information, instruction and training.

5.15 Health Surveillance and Occupational Health

The School is committed to complying with legislative requirements of Regulation 6 of the Management of Health and Safety at Work Regulations 1999.

The School provides occupational health for employees whose work exposes them to identifiable work-related diseases or conditions, where detection techniques exist, there is a reasonable likelihood of the employee suffering ill health and where surveillance is likely to further protect employees.

Line managers will be responsible for identifying those employees who require health surveillance and ensure any recommendations made by the occupational health unit are actioned.

5.16 Home Working

The School has a responsibility for the health, safety and welfare of employees, including homeworkers.

Before commencing homeworking, managers will agree safe standards for their working environment, equipment and procedures. All homeworkers will complete the homeworking self-assessment and read homeworking guidance.

5.17 Information, Instruction and Training

The School is committed to complying with any legislative requirements for the provision of Health & Safety information, instruction and training.

In general, the Health and Safety at Work etc. Act 1974 requires the provision of such information, instruction, training and supervision as is necessary to ensure the safety at work of employees. This duty is comprehensive and requires that appropriate training is given in all aspects of safety at the workplace and during any work activity. The extent of training varies according to the extent and potential severity of hazards and risks associated with work activities.

5.18 Legionella

The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Control of Legionella Bacterial in Water Systems Approved Code of Practice 2013 and Legionella Regulations 2019.

The School employs competent persons to test and maintain all water systems and provide specialist advice regarding controlling the risk of the legionella bacteria and subsequent legionnaires disease.

5.19 Legislation

The School is committed to complying with all relevant health and safety and associated legislation.

5.20 Lifting Operations and Lifting Equipment (LOLER)

The School is committed to complying with the legislative requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

The School employs competent persons to inspect and test lifting equipment.

5.21 Lone Working

The School is committed to complying with the legislative requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.

The School understands that lone workers may be at an increased risk from a number of physical, biological, or chemical agents. It is the responsibility of line managers to ensure a regular review of lone working activities is carried out. Lone workers will be informed of any additional risks they may encounter.

5.22 Management of Health and Safety (Including Escalation)

The School is committed to ensuring that a high level of health and safety performance is established, maintained and promoted. In the event of a failure or inadequate response to a

formal health and safety recommendation, the escalation procedure outlined in Appendix A will be implemented. Formal recommendations will be made where there is a risk of injury, death or ill health. Recommendations will be prioritised and timescales set according to the level of risk and may require the process or work carried out to be suspended until the risk is adequately controlled.

5.23 Manual Handling

The School is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
Where manual handling cannot be avoided, The School will assess the risks and take steps to reduce the risk of injury to the lowest level reasonably practicable and ensure sufficient training is provided and recorded.

5.24 Mental Wellbeing of Employees

The school acknowledges that work has an important role in promoting mental wellbeing. However, work can also have a negative impact on mental health, particularly in the form of stress. The School aims to support and where possible prevent employees suffering mental ill health by improving conditions at work and helping the employee manage the problem.

Mrs J Bonson	Mental Health First Aid – Adult and Young people	Training 2021
Ms V Mangham	Mental Health First Aid – Adult and Young people	Training 2021
Mrs A Bates	Mental Health First Aid – Adult	Training 2021
Mrs S Holmes	Mental Health First Aid – Adult	Training 2019
Mrs K Barr	Mental Health First Aid - Adult	Training 2021
Ms S Atherton	Mental Health First Aid – Young people	Training 2021
Miss A Shaw	Mental Health First Aid – young people	Training 2021
Mrs L Tweddle	Mental Health First Aid – young people	Training 2021
Mrs R Thompson	Mental Health First Aid – young people	Training 2021

5.25 Mini Buses

The School is committed to complying with any legislative requirements for operating minibuses. The School utilizes Wakefield Council's Fleet Management for servicing, MOT, maintenance of minibuses.

5.26 Monitoring of Health and Safety

The School acknowledges that the monitoring of health and safety is an integral part of its Safety Management System which is based upon the model outlined in the Health and Safety Executive's (HSE) "Successful Health and Safety Management" (HSG 65). All monitoring activities are intended to produce appropriate action plans to address opportunities for improvement.

5.27 New and Expectant Mothers

The School is committed to complying with the legislative requirements of the Management of Health and Safety at Work Regulations 1999 and associated legislation relating to new or expectant mothers in the workplace.

The School understands that a new or expectant mother is at an increased risk from a number of physical, biological, or chemical agents. Once the School have been notified by an employee that she is pregnant, it is the responsibility of the manager to undertake a risk assessment taking into account any risk to the new or expectant mother, or her baby.

Where the risk cannot be avoided, the Manager, where reasonable, should alter her working conditions.

5.28 Noise

The School is committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.

The School will ensure, that where necessary noise risk assessments are carried out by a competent person, to decide whether employees are at risk from exposure to noise and what action may be necessary to prevent or adequately control that exposure.

5.29 Partners Organisations

The School recognises the particular relationship between itself and partner organisations. To this end the School will expect partner organisations to develop, produce and maintain a health and safety policy outlining their management systems for health and safety, emergency resilience and business continuity, risk management and due diligence with respect to the environment and detailing the general responsibilities of their employees at all levels.

5.30 Permits to Work

The School recognise that high risk activities and areas where specific hazards could be present may require additional precautions. Where necessary a documented permit to work system will be used to ensure a high degree of safety is achieved.

5.31 Personal Protective Equipment (PPE)

The School is committed to complying with the legislative requirements stated within the Personal Protective Equipment at Work Regulations 2022.

Where PPE is required after implementing other controls, the School must select PPE which is CE marked and suitable for individual users. Employees will be provided with training to use PPE properly and know how to detect faults.

5.32 Property & Facilities

The School has plans devised for action in the event of fire and fire evacuation, evacuation for reasons other than fire, invacuation and lock-down procedures. Designated persons will have the responsibility for managing these procedures.

5.33 Radiation

The School is committed to implementing procedures in order to comply with the Ionising Radiations Regulations 1999 and the Control of Artificial Optical Radiation at Work Regulations 2010.

The School acknowledges the adverse health effects of being exposed to artificial optical and ionising radiation arising from work activities and is committed to reduce levels to as low as reasonably practicable.

5.34 Risk Assessment

The School is committed to completing and implementing risk assessments in order to comply with the Management of Health and Safety at Work Regulations 1999.

The School utilises the HSE guidance (5 steps to risk assessment) as a model, ensuring

that hazards and persons affected are identified, risks are evaluated, and findings are recorded and reviewed.

The School uses the Local Authority Evolve system for student's educational visits.

5.35 Vehicles and Occupational Road Risk

The School will ensure that all employees driving School fleet and private vehicles on school business are licensed and insured as appropriate, suitably informed, instructed and trained. Employees will be provided with driver competency/awareness training during their induction phase.

The School will ensure that all school owned vehicles are suitably and sufficiently maintained.

5.36 Vibration

The School is committed to complying with the legislative requirements of the Control of Vibration at Work Regulations 2005.

The School will ensure that where necessary vibration risk assessments are carried out by a competent person to decide about measures necessary to prevent or adequately control the exposure of employees to HAV.

5.37 Visitors and the Public

The School is committed to the health, safety and welfare of visitors and members of the public in school premises and those affected by school activities.

The School, will, so far as is reasonably practicable, conduct its activities in such a way that will not endanger visitors or members of the public.

5.38 Work Equipment (PUWER & LOLER)

The School is committed to complying with the legislative requirements of the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

The School will ensure that all work and lifting equipment is suitable for purpose, inspected and maintained to an efficient state and that employees receive suitable and sufficient information, instruction and training on its safe and correct use.

5.39 Working at Height

The School is committed to complying with the legislative requirements of the Working at Height Regulations 2005.

The School will do all that is reasonably practicable to prevent an employee falling from height. Managers are responsible for ensuring that work at height is adequately organised and planned, equipment is suitable and well maintained and employees are competent and provided with appropriate information, instruction and training.

5.40 Workplace Health, Safety and Welfare

The School is committed to complying with the legislative requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. The School will ensure that workplaces are maintained in an efficient state, in working order and in good repair.

5.41 Worksafe

No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly, no employee will be expected to carry out any task, which would impose a similar such risk to others. All employees will be briefed on the work safe procedure, so that they understand the process by which they can bring such work activities to the attention of the person in charge of the work, and the subsequent procedure to resolve the matter.

5.42 Young Persons

The School is committed to complying with the legislative requirements of the Management of Health and Safety at Work Regulations 1999 and associated legislation relating to young people in the workplace.

The School understands that a young person is at an increased risk from a number of physical, biological, and/or chemical agents.

It is the responsibility of the manager to undertake a risk assessment taking into account any risk. Young people will be informed of any additional risks they may encounter.

5.43 Zoonoses

The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Where there is a risk of an employee, student or member public or visitor contracting a disease from an animal on school premises or during school activities, good occupational hygiene and personal protective equipment is promoted.

Appendix A - Escalation Procedure

Stage 4
Further failure to comply with recommendations and the **Headteacher** will contact the **Governing Body**

Stage 3
Further failure to comply with recommendations to be escalated to the **Headteacher**

Stage 2
Failure or inadequate response to a recommendation will be escalated by the **School Business Manager** whom will agree new timescales with the **Headteacher**.

Stage 1
Health and safety Adviser's formal **recommendations and timescales** made to a member of the **Senior Leadership Team**.
Timescales dependent on level of risk:

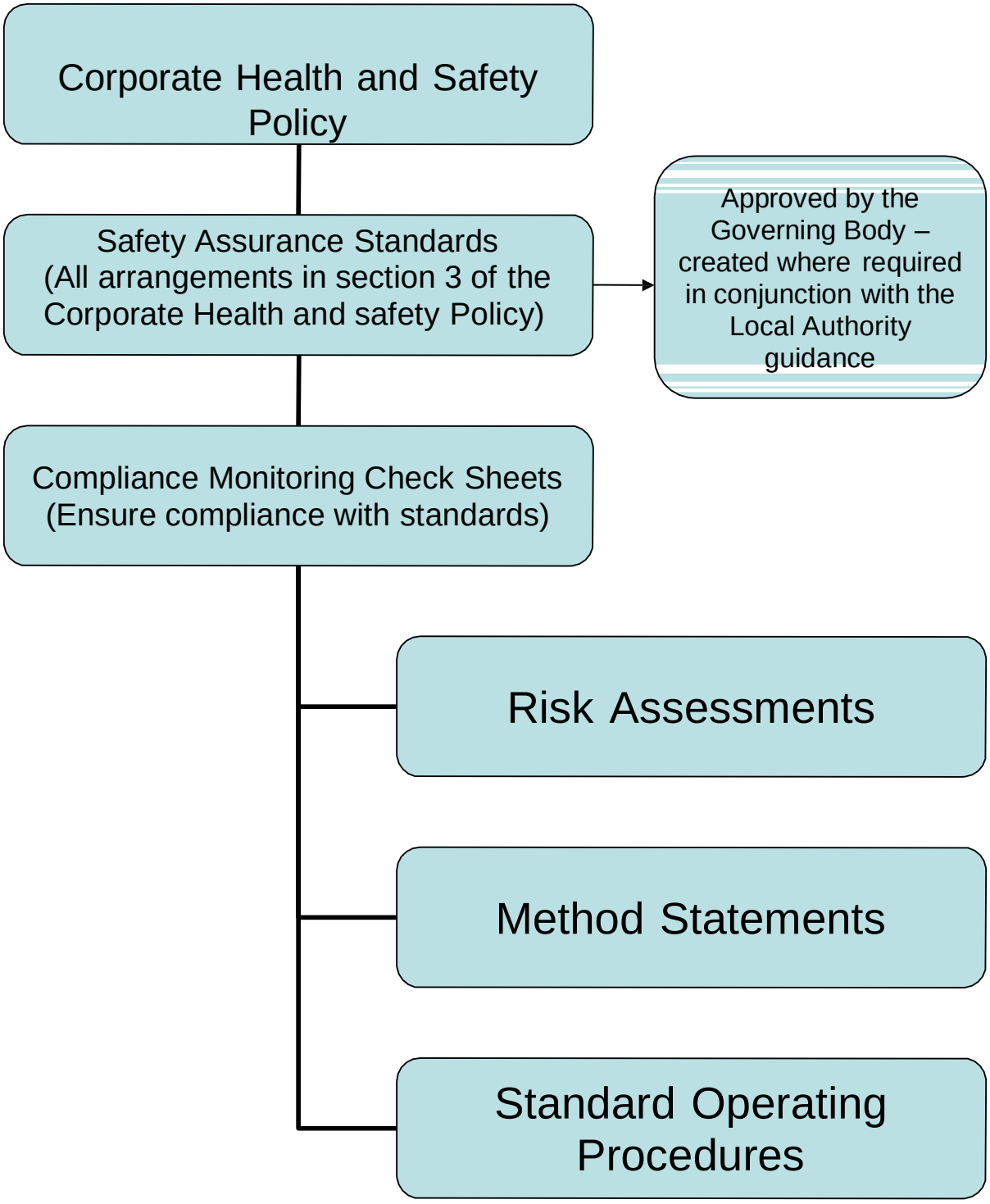
Priority:	**1 – immediate**	**4 – within 3 months**
	2 – Within 1 week	**5 – within 6 months**
	3 – within 1 month	

Priority 1 & 2 recommendations and timescales are copied to the School Business Manager and the Headteacher. Priority 1 can result in cessation of any process or work.

The Headteacher, Senior Leadership Team and Business Manager retains the capability to cease all processes or work that present an immediate danger until recommendations are completed.

All contact with the HSE must be reported to the Local Authority Health and Safety Team Any member of staff who knowingly endangers themselves or allows others to be endangered. Will be subject to disciplinary proceedings and potentially criminal/Health and Safety Executive investigation and prosecution.

Appendix B - Safety Management Framework



Appendix C - Worksafe Procedure

The School doesn't expect any employee to work in an unsafe manner to achieve results, if you think something is unsafe, then stop work. We don't want anyone to do something they don't believe is safe, and we don't want any manager to disregard their people's safety concerns. We need to treat safety as a top priority, and that starts with each and every one of us.

Wherever you work, if you have genuine concerns about safety you have the right to stop work and have the situation assessed in a fair way. If you're asked to undertake a task without the required training, equipment or personal protective equipment or if there is no safe system of work then you can invoke the Worksafe Procedure and prevent a potential accident. You can expect support from your manager - to listen, evaluate and agree an action with you.

How Worksafe works:
Any employee who genuinely considers their, or others, safety to be at risk should:

1. Stop work, move to a position of safety, and immediately contact the person in charge, explaining that you have invoked the Worksafe procedure and explain why you have stopped work.
2. A member of the Senior Leadership Team shall, in discussion with the employee, make an assessment of the situation and determine the course of action required.
3. An agreement should be reached that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.

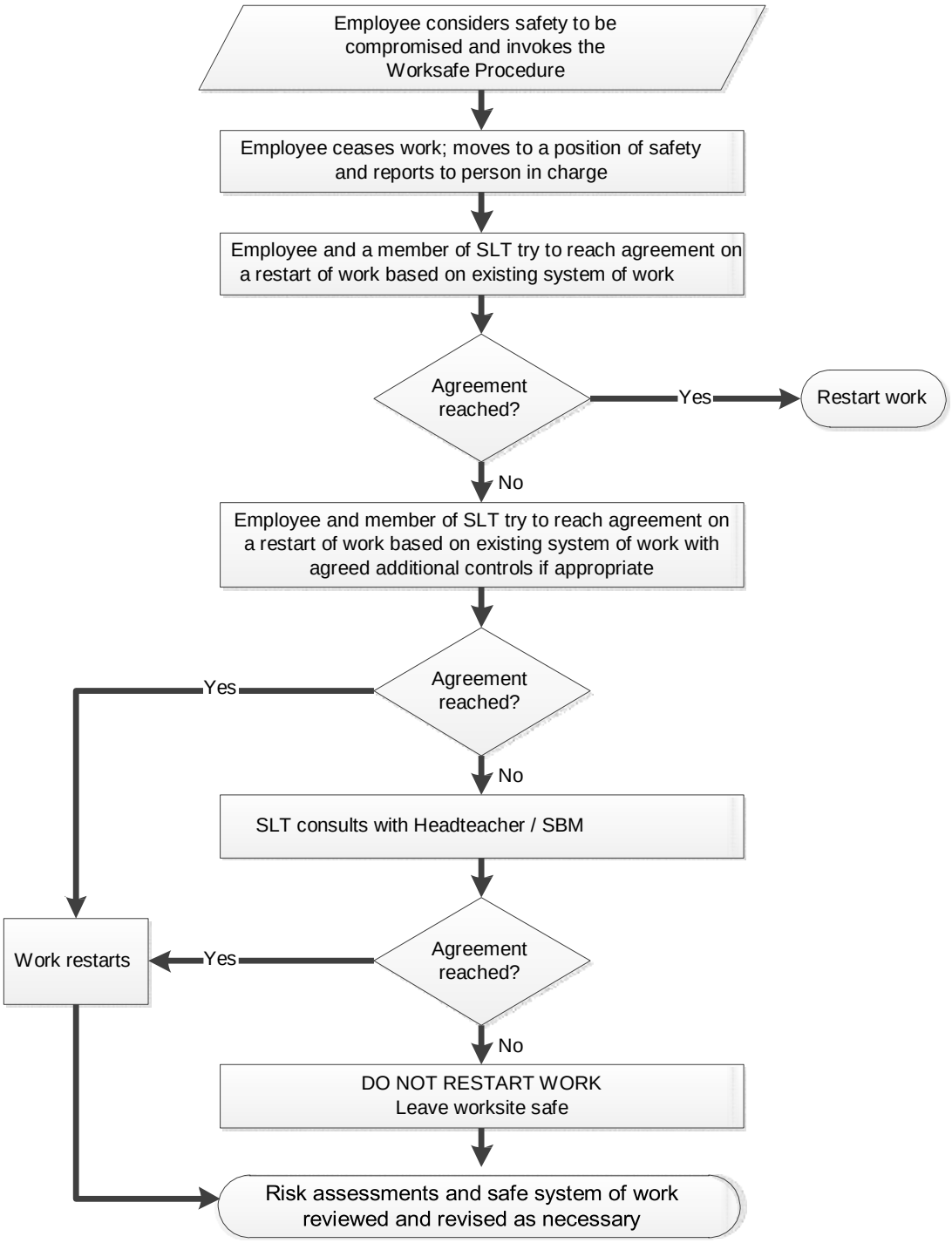
If no agreement can be reached, the work will not be restarted and the member of the Senior Leadership Team would consult the Headteacher / School Business Manager to agree when the work can be made safe, when staff can return and assign them to other work.

The worksafe procedure does not replace or supersede the Schools Whistleblowing Policy

Whistleblowing is when employees tell someone that a member of staff has not behaved appropriately (this includes health and safety risks). We want to encourage staff to raise those concerns with us without fear of come back. We also want to protect our employees and the School from untrue, maliciously-reported concerns. Anyone making such reports could be subject to disciplinary action. The Whistleblowing Policy applies to:

- Employees,
- The Governing Body
- Contractors and agency workers acting under our control

To report any concerns you should have, please call our 24-hour confidential hotline -0808 156 7525 or email whistleblowing@wakefield.gov.uk.


Employee considers safety to be compromised and invokes the Worksafe Procedure
Employee ceases work; moves to a position of safety and reports to person in charge
Employee and a member of SLT try to reach agreement on a restart of work based on existing system of work
Agreement reached?
Yes
Restart work
No
Employee and member of SLT try to reach agreement on a restart of work based on existing system of work with agreed additional controls if appropriate
Agreement reached?
Yes
No
SLT consults with Headteacher / SBM
Agreement reached?
Work restarts
Yes
No
DO NOT RESTART WORK
Leave worksite safe
Risk assessments and safe system of work reviewed and revised as necessary

Appendix D - Dynamic Risk Assessment (See Dynamic Risk Assessment Card)

All work activities must be able to be carried out safely and without risks to health, by the undertaking of risk assessments and the development of safe systems of work. Before a work activity is undertaken all appropriate risk control measures must be implemented. However, by their nature the hazards and risks associated with some work activities are variable. Therefore, those exposed to the hazards and risks must constantly assess the situation by undertaking ongoing 'dynamic risk assessment'.

1. EVALUATE THE SITUATION, TASKS AND PEOPLE AT RISK

Consider questions, such as:

- What information is available e.g. model assessments, site data/plans?
- What are the specific tasks that need to be carried out?
- What hazards are there in carrying out the tasks in this situation/location?
- What risks are associated with these hazards and who could be exposed?
- What resources are available e.g. experienced personnel, equipment, access to specialist advice?

2. SELECT A SAFE SYSTEM OF WORK

- Consider the possible systems of work and choose the most appropriate for the situation.
- The starting point for consideration must be procedures that have been agreed in the preplanning and training.
- Ensure that you or the personnel who are to carry out the tasks are competent to do so (training, information, instruction & experience).
- The safe system of work selected should reduce the risks to a level where they are "As Low As Reasonably Practicable (ALARP)", i.e. all reasonable measures are taken to control the hazard/risk.

3. ASSESS THE CHOSEN SAFE SYSTEM OF WORK

4. CONSIDER ALARP STATUS

Assess the chosen system of work to determine if residual risks are ALARP compliant.
If YES, proceed with task after ensuring that:

- The system of work chosen and the associated safety precautions, procedures and measures are clearly understood by all concerned with the task.
- Safety responsibilities have been assigned to all parties involved with the task.

If NO, continue as follows.

5. INTRODUCE ADDITIONAL CONTROLS

Eliminate, or reduce any remaining risks to an acceptable level by introducing additional control measures that follow the recognised hierarchy of control with respect to the risks that they are being introduced to control (i.e. ERIC.SP):

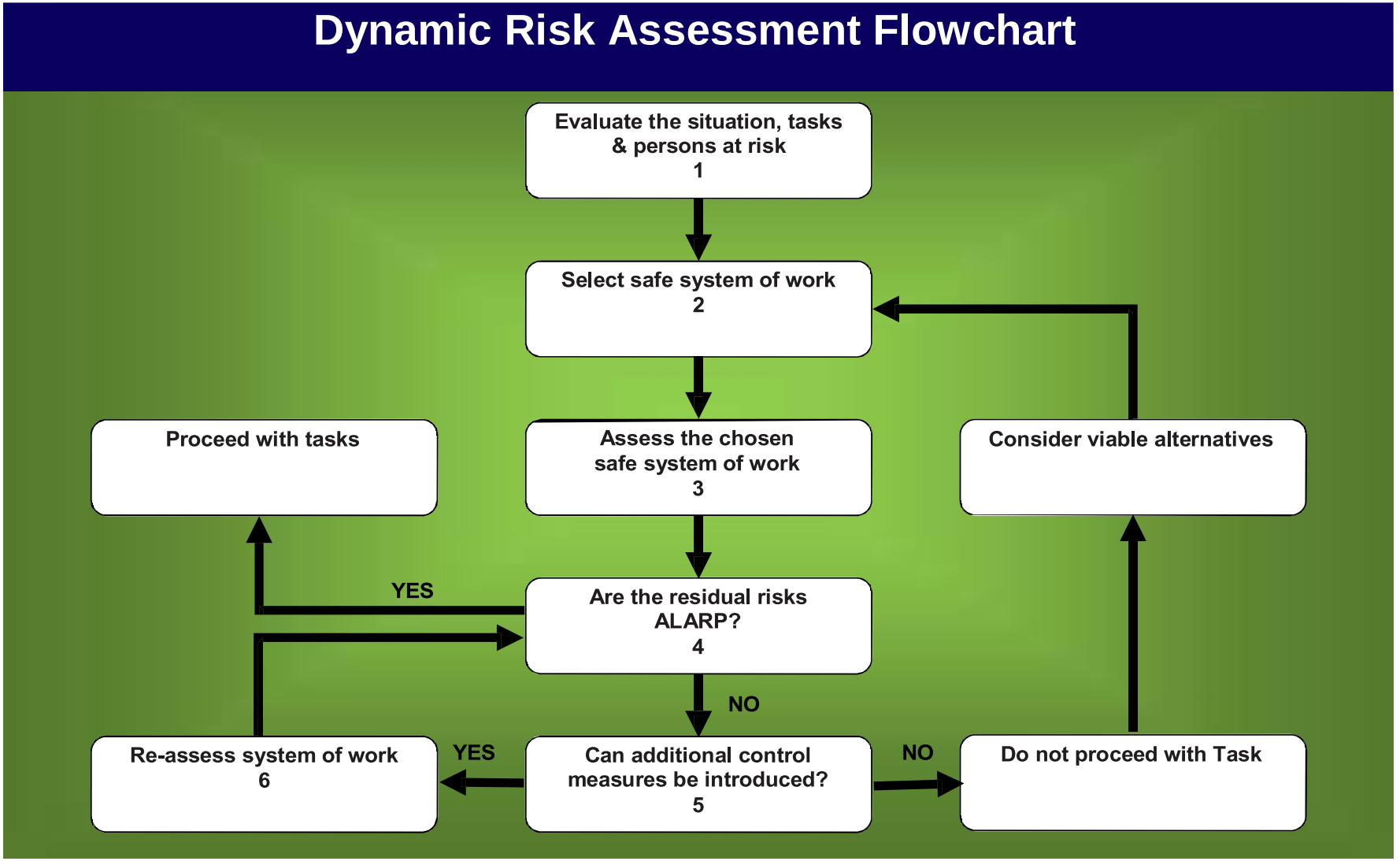
- Eliminate the hazard.
- Reduce the risks at source.
- Isolate the risks from the person.
- Control the risk.
- Systems - introduce alternative/modified safe systems of work.
- Personal protective equipment (PPE).

6. RE-ASSESS SYSTEM OF WORK AND ADDITIONAL CONTROL MEASURES

Following the introduction of additional control measures, are the residual risks that remain 'ALARP' compliant?

- IF NO - DO NOT PROCEED WITH THE TASK.
- IF YES - Proceed with task, but continue to monitor the system of work chosen and amend as necessary.

Dynamic Risk Assessment Flowchart



Appendix E – Emergency Evacuation Procedure

Upon hearing the emergency evacuation alarm:-

- Stop what you are doing
- Leave by nearest escape route
- Ensure windows & doors closed when leaving the room
- Escort students to their class group Assembly Point or Safe Area (assisted evacuation)
- Staff must accompany their class group (*evacuation trained staff to assemble at safe area)
- Evacuate promptly, but NO running
- Remain at the Assembly Point until advised it is safe to return by Lead Fire Marshall

DO NOT

- Stop to collect personal belongings
- Use the lifts
- Re-enter the building until advised safe to do so
- Take risks

Students Refusing To Leave Classroom

- A member of staff must remain with student
- Fire doors to remain closed
- Attempt to calm and persuade student to evacuate
- Staff at Assembly Point must report this to Lead Fire Marshall

Students Needing Assisted Evacuation

- Escort students to the nearest Safe Area (top of art stairs and gym stairs)
- Assisted Walking (first evacuated from safe area) = GC, JC, SB
- Evac Chair = LB, JC
- *Evacuation trained staff assemble at the nearest Safe Area
- Collect a 2-way-radio (Art room/SSh office) to liaise with Lead Fire Marshall using **channel 5**
- Evac-chair and rescue mat evacuated using all available routes

Assembly Point Location

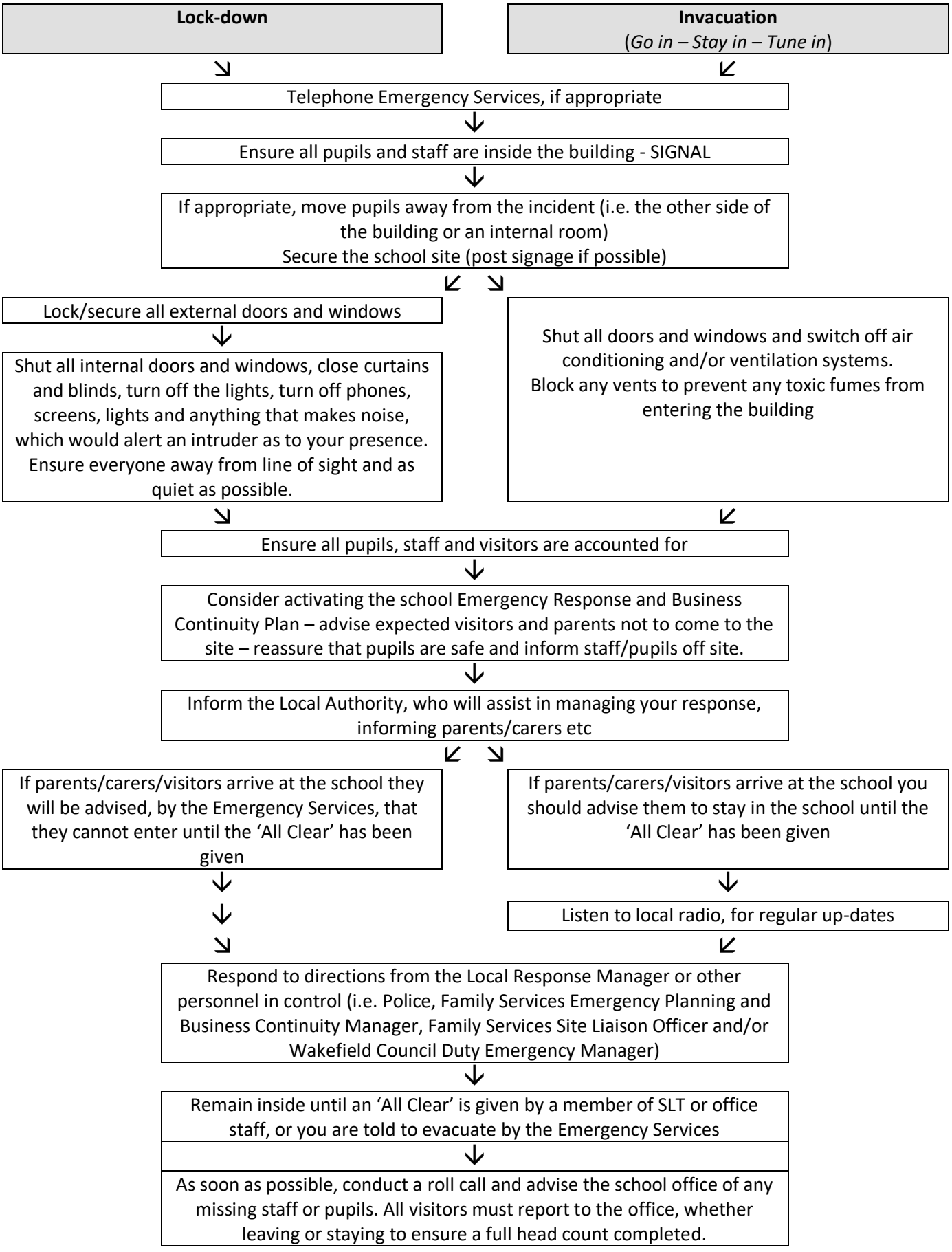
- Fire Assembly Point Number on the path opposite the Post 16 Unit / SCERTs classes in Football Pen
- Staff to take the class register, add staff present at assembly point and advise Admin of any students/staff unaccounted for.
- Admin to liaise with the Lead Fire Marshall.

Lead Fire Marshall is Headteacher

- Liaise with Fire Brigade
- Contact Point for all staff during evacuations

Fire Marshalls - Headteacher, Mrs A Bates, Mrs J Hickey, Ms P Sayle, Mr R Parkes, Mrs J Bonson

Reviewed and emailed to all staff 11.09.2025

Appendix F – Invacuation Procedure

On activation of the Shelter Procedures the following actions should be taken:-