KINGSLAND SCHOOL



HEALTH AND SAFETY POLICY

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE AT KINGSLAND SCHOOL

MODEL POLICY OF WAKEFIELD LOCAL AUTHORITY

POLICY PRODUCED IN JUNE 2008 (Updated November 2025) APPROVED BY THE GOVERNING BODY

1) INTRODUCTION

This is a statement of Organisation and arrangements for the above-named School. The statement does not replace the Wakefield M.D.C. General Statement of Safety or the Wakefield Local Authority (LA) Health and Safety Policy Statement but is in addition to them for the benefit of all users of the premises. Copies of these documents, along with other information on Health, Safety and Welfare matters will be found in the general office.

This statement deals with those aspects over which the Governing Body has control and covers health and safety associated with the School Premises, plant, fixed equipment and belonging to the School and services for which other officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure, the health, safety and welfare of all employees and the health and safety of all persons using the premises in particular:

i) to establish and maintain a safe and healthy environment throughout the school.
ii) to establish and maintain safe working procedures among staff and pupils.
iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances.
iv) to ensure the provision of sufficient information, instruction and supervisions to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
v) to maintain a safe and healthy place of work with safe access and egress;
vi) to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
vii) to lay down procedures to be followed in case of accident;
viii) to provide an maintain adequate welfare facilities.

2) ORGANISATION RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

Local Management of Schools (LMS) requires the school staff, Governing Body and the Local Authority (LA) to work together to ensure their health, safety and welfare objectives are achieved.

THE GOVERNING BODY

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Body is responsible for:

i) Ensuring that the Department's Health and Safety Policy is implemented and monitored within the school;
ii) Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations. The LA recommend that this is best achieved by making health and safety an integral part of the school's development plan;
iii) Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
iv) Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance;
v) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
vi) Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
vii) Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
viii) Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
ix) Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
x) Ensuring that procedures exist for checking that items offered for the school by the school are safe;

xi) Ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the department's own guidance and the DFE Guidance;
xii) Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
xiii) Ensuring that induction training includes temporary, part-time and supply staff.

Planning and setting of standards which include:

- Identifying hazards, undertaking risk assessments and setting standards.
- Having clear plans for coping with sudden emergencies.
- Developing a positive health and safety culture.

HEADTEACHER RESPONSIBILITIES

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

i) Be the focal point for reference on health safety and welfare matters and give advice or indicate source of advice.
ii) Co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
iii) Make clear any duties in respect of health and safety which are delegated to members of staff.
iv) Ensure that problems in implementing health and safety policy are reported to the LA.
v) Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of incidents, accidents and hazardous situations.
vi) Review periodically and make appropriate recommendations to the Government Body regarding:
    - Emergency procedures
    - Provision of first-aid in the school
    - The risk assessments
vii) Put in place procedures to monitor the health and safety performance of the school.
viii) Report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc. he/she considers to be unsafe, until satisfied as to their safety.
ix) Make recommendations to the LA for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
x) Review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.

xi) Report to the Governing Body annually on the Health and Safety performance of the school.

OBLIGATIONS OF ALL EMPLOYEES (under the Health and Safety at Work Act 1974)

All employees are expected:

i) To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
ii) To observe standards of dress consistent and appropriate with safety and/or hygiene;
iii) To exercise good standards of housekeeping and cleanliness;
iv) To know and to apply procedures in respect of fire, first aid and other emergencies;
v) To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
vi) To co-operate with other employees in promoting improved health and safety arrangements in the school;
vii) To co-operate with the appointed Trade Unions Health and Safety Representative and the officers of the Health and Safety Executives or the Local Authority;
viii) To report all accidents, defects and dangerous occurrences to the Headteacher.

RESPONSIBILITIES OF TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

These staff include, for example, Deputy Headteachers, Assistant Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Technicians, Caretakers.

All employees have a general responsibility for the application of the school's Health and Safety Policy to their own department/area of work; and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

In order to facilitate this all employees are expected:

i) To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied.
ii) To observe standards of dress consistent with safety and/or hygiene.
iii) To exercise good standards of housekeeping and cleanliness.
iv) To know and apply the procedures in respect of fire, first aid and other emergencies.
v) To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others.

vi) To co-operate with other employees in promoting improved health and safety arrangements in the school.
vii) To co-operate with the appointed Trade Union Health and Safety Representative and the enforcement Officer of the Health and Safety Executive or the Local Authority.

OBLIGATIONS OF CLASSROOM TEACHERS

The health and safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:

i) Check classroom areas are safe.
ii) Check equipment used is safe before use.
iii) Ensure safe procedures are followed.
iv) Give clear instruction and warnings to pupils, as often as necessary.
v) Report defects to the Headteacher.
vi) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher.
vii) Follow safe working procedures personally

CARETAKER RESPONSIBILITIES

i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher and the DSO Cleaning manager (when working for that organisation) for the application of the health and safety procedures and arrangements.
ii) Will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
iii) Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher/(DSO Cleaning Manager where appropriate) any defects which need amending.
iv) Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
v) Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
vi) Will advise the Headteacher (DSO Cleaning Manager where appropriate) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

SCHOOL HEALTH & SAFETY REPRESENTATIVE

The Governing Body and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Health and Safety

representatives must be allowed:

i) To investigate accidents and potential hazards.
ii) To investigate complaints by constituents about matters relating to health, safety and welfare.
iii) To make representation to the employer about such matters arising from such complaints and such investigations, and on general issues affecting health, safety and welfare in the workplace.
iv) To carry out school inspection within directed time, but wherever practicable outside teaching time.
v) To represent constituents in consultation with enforcement agencies.
vi) To receive information that inspectors are required to provide.

They are also entitled to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Governing Body or Headteacher.

OBLIGATIONS OF VISITORS & OTHER USERS OF THE SCHOOL

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

3) ARRANGEMENTS

SUPERVISION OF PUPILS

There should be inserted details of existing arrangements for the supervision of pupils outlining the following:

i) Responsibilities for pupils on the premises.
ii) Break times and lunch time supervision.
iii) Movement of children between different parts of the building.
iv) The action of pupils in practical rooms i.e. in science laboratories, gym, home economics room.
v) Car parking including arrangements for disabled persons.
vi) When contractors are on site.

PROVISION OF FIRST AID

First Aid boxes contain only standard first aid requisites and are provided in the following locations around school:

- hydrotherapy suite (Stanley site)
- school office (Stanley site)
- nurse’s office (Stanley site)
- food technology room (both sites)

- ELF cupboard (Castleford site)
- staff room (Castleford site)
- Upper School toilet area (Castleford site)

Statutory requirements for Early Years
The EYFS Statutory Framework states that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings (see Educational Visits Policy).

The Framework also states that meal and snack times must also include:
- A staff member with valid PFA training present during meals
- Updated policies for managing food allergies, dietary needs, and choking risks (see Food & Choking Policy)
- Clearer guidance on how food should be prepared to reduce choking hazards.

Appointed First Aiders
An up to date list of First Aiders is displayed in the school office at each site. Posters are also displayed around both sites showing who the trained first aiders are and where the nearest first aid box can be located; these posters are also child-friendly.

This information is also documented in the school's Accident Procedures document/policy which is shared with all staff.

EMERGENCY PROCEDURES
If anyone should become ill or suffer injury as a result of an accident, the procedures should be outlined signifying:
i) Who gives first aid
ii) Where
iii) Transport to hospital
iv) Reporting of accidents
v) Identifying whose function and how.

FIRE EMERGENCY
All employees are responsible familiarising themselves with the school's Fire Evacuation Policy and Procedure. This also documents the school's Fire Management Plan, outlining:
i) The basic fire drill procedure
ii) Other emergency procedures
iii) Alarm procedures and testing
iv) Evacuation procedures specific to the school including telephoning emergency procedures.
v) How these procedures will be arranged and indicating whose responsibility.

REVIEW OF EMERGENCY PROCEDURES
The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary he/she will make recommendations to the Governing Body.

INFORMATION ABOUT ARRANGEMENTS
Setting down arrangements by which the Headteacher will ensure that pupils and staff are made familiar with the arrangements part of the Policy Statement.

SCHOOLS WILL NEED TO ADDRESS THE FOLLOWING AREAS:

General Matters Affecting Schools
- Risk Assessments
- Manual Handling Tasks
- Provision of advice and consultation service - from whom and when
- Maintenance and Inspection of equipment
- Monitoring arrangements.

More specific matters for consideration where appropriate
- Dealing with asbestos sealing and removal
- Playground safety
- School trips
- Safety of school transport
- Contractors in school (especially for construction work)
- Vehicle movement within school premises
- Local rules for departments/curriculum areas
- Work experience arrangements
- Letting school premises to outside hirers
- Dealing with violence to staff
- Swimming arrangements
- Additional insurance cover may be necessary for residential visits.

Arrangements will need to detail:
- How arrangements are undertaken within the school
- Who will ensure procedures are implemented, monitored and reviewed periodically to identify if they are effective in ensuring safety.

4) MONITORING HEALTH AND SAFETY PERFORMANCE

The monitoring arrangements for ensuring health and safety is being undertaken should be identified within the school (it is not acceptable to issue instructions and subsequently take no further action).

Monitoring arrangements should be both active and reactive. Active monitoring gives

information before an accident happens; its primary purpose is to measure success and reinforce positive achievement. Reactive monitoring ensures that lessons are learned from incidents, accidents or cases of occupational ill-health. In essence, reactive monitoring measures the extent of failure.

Active Monitoring arrangements:

- are designed to measure performance in safety before things go wrong
- check that the procedures devised by the school are being properly applied
- look at how well the school's standards are being met.

Active Monitoring will need to indicate:

- When periodic checks and routine inspections are being undertaken by who and how often?
- How common problems or weaknesses are identified?
- How training needs identified are being met?
- How deficiencies are rectified and assigned correct priority for action?
- How resource implications are recognised and programmed?
- Where the information from monitoring is being recorded and who ensures it is acted upon?
- That the introduction of any new equipment or substance is being monitored and by whom and where necessary appropriate information is being recorded and reviewed to ensure safety is being addressed.
- That all members of staff are expected to report all significant hazards to the Headteacher/or person nominated who will deal with the matter promptly.

Reactive Monitoring

Looks at incidents, accidents and occupational ill health through investigation and analysis of statistics, including investigating complaints.

All accidents involving injury need investigating. Accidents can or may result from failures in health and safety management.

Arrangements will require systems for reporting:

- Injuries and cases of ill health;
- Damage to property;
- Incidents (including those which have potential to cause injury, ill health);
- Any hazards;
- Weaknesses or omissions in performance standards.

Reporting and response procedures must ensure all information is collected which includes both active and reactive monitoring, and that this is evaluated by the person nominated by the school. This is to ensure that the appropriate remedial action is taken.

Inspection:

- Is best done by people who know the school/subject area.
- Persons undertaking the task will ensure that safety performance meets the standards set in the health and safety policy and where it does not, on the action required.
- It is best done during the normal day so that good practice can be highlighted.
- Evening and weekend activities undertaken by the school may need reporting on.

Investigating procedures must ensure:

- Investigation of reports arising from active and reactive monitoring, prioritise those circumstances of greatest risk.
- The identification of both the immediate and the underlying problem.
- The referral of information to the appropriate level of the school management with authority to initiate remedial action, including organisational and policy changes.
- The adequate analysis of all collected information to initiate improvements.

5) AUDITING

Ensures procedures for health and safety are effective. Audit systems assess the policy (its intent, scope and adequacy) and the organisation, including:

- The acceptance of their health and safety management role by line managers;
- Arrangements for communicating the policy and relevant information;
- Adequacy of control, allocation of responsibilities and supervision;
- Involvement of employees in the health and safety effort;
- Arrangements for information and training to ensure competence;
- Planning and policy implementation including:
    - Overall control and direction of the policy;
    - Adequacy and relevance of standard setting;
    - Allocation of resources;
    - The extent of compliance with standards;
    - Effectiveness of risk control;
    - Long-term improvement in health and safety performance;
    - The adequacy and relevance of monitoring/inspection systems;
    - The reviewing process and the ability of the organisation to learn from experience;
    - Effective health and safety audit systems, HSE.

6) SUPPLEMENTARY SECTION

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure as far as reasonably practicable that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. HSE Factory Inspector or Environmental Health Inspector), the Headteacher should immediately advise the CEO and the Chair of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement or Organisation and Arrangements or other advice/guidance issued by the LA or Headteacher in pursuance of the health and safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to restore the matter he/she should then report to the appropriate Service Group of the LA.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

REVIEW

A review of the organisation and arrangements, particularly those in parts 2 and 3, will take place each academic year.

Confirmed by the Governing Body of Kingsland School on

Date: ..... Signed ……
(Chair)

Signed ……
(Headteacher)