Health and Safety Handbook for Schools

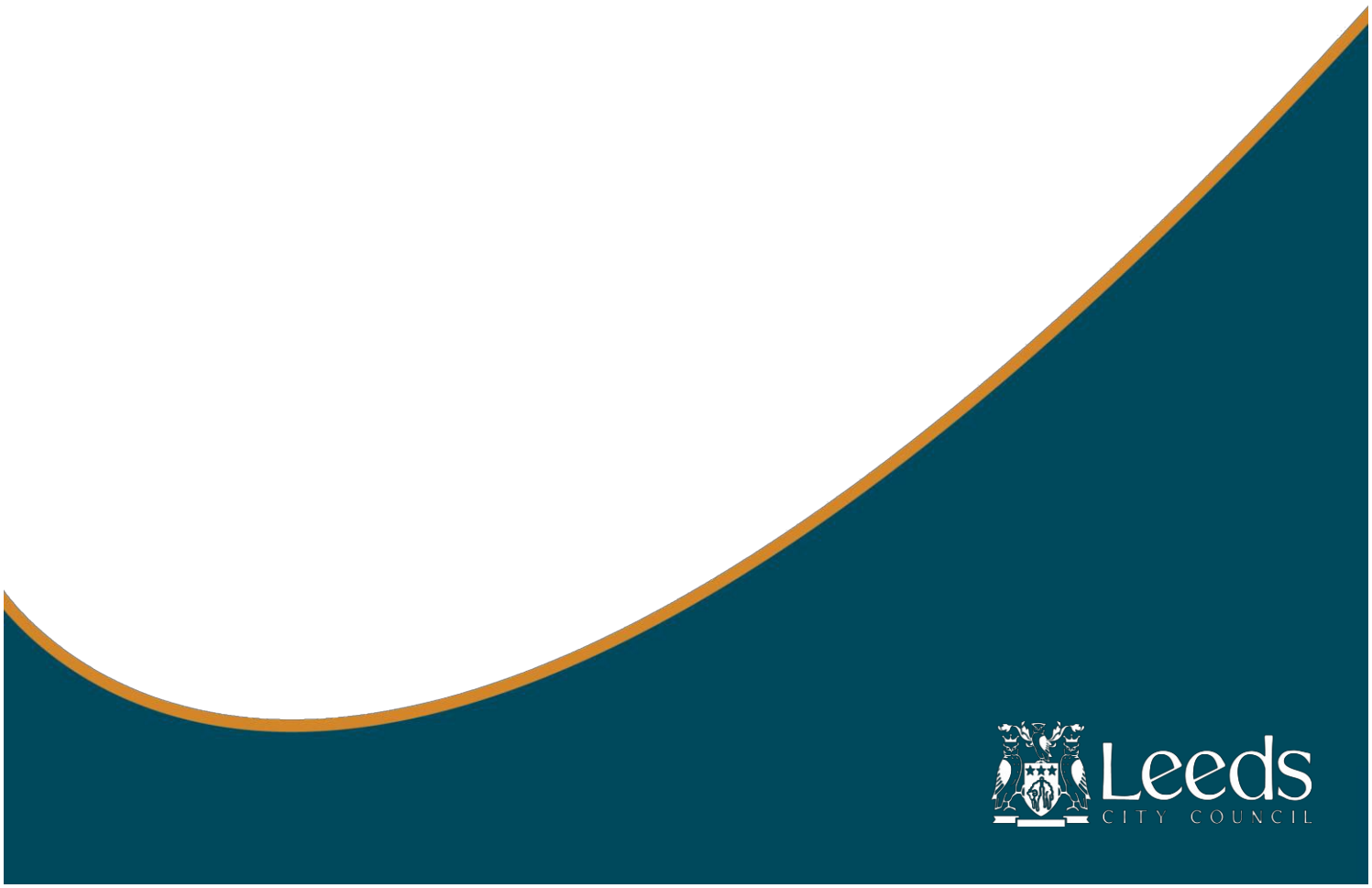
ELEVATE LEARNING
FEDERATION

Executive Head of school:
Mrs Sara Harris

Health and Safety Policy

Review July 2027

Health and Safety Handbook for Schools



Health and Safety Handbook for Schools

Health and Safety Policy

Section 1: The Policy Statement

The following statement sets out the health and safety objectives for Robin Hood and Drighlington Primary Schools.

We:

- 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.

Signed: N Fenton **Signed: S Harris**

Chair of Elevate Governing Body **Executive Head of school**

Dated: July 2026 **Dated: July 2026**

July 2026

Section 2: Organisation and Responsibilities

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

1.0 The Governing Body

The Governing Body of a Community or Voluntary Controlled School has collective responsibility for ensuring that the Leeds City Council Schools' Health and Safety Policy is adopted and that arrangements are in place for the school to implement it.

2.1 Management Structure

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

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

2.4 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 and by establishing a system of appraisal of management performance against agreed health and safety performance indicators.

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

2.6 'Competent person'

Mrs Sara Harris (Executive Head Teacher) has responsibility as the competent person for:-

1. advising the Governors and Senior Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under, and
2. for liaising with Leeds City Council's Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

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

3.1 Implementation

3.2 The Governing Body, Executive 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 Heads of schools, SLT and Sub Committees of the Governing Body report at least annually to the Full Governing Body on health and safety issues within the school.

3.3 Teachers will ensure that:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the Heads of school 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.

3.4 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, Heads of school 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, Heads of school 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.

3.5 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/ Form Tutor/ Heads of school.

3.6 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.

4.0 Audit and Review

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

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

5.1 Arrangements

5.2 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.

In Foundation and Voluntary Aided Schools the Governing Body has an additional responsibility for producing the school's Health and Safety Policy, although it can resolve to adopt the policy produced by Leeds City Council. If it does adopt the Leeds City Council policy it will have to amend the parts referencing the Schools Health, Safety and Wellbeing Team being responsible for delivering advice, and substitute for the person(s) providing competent advice for the school.