



Health and Safety Policy

This policy will be reviewed: *May each year*

APPROVED – May 2026
REVIEW – May 2027
PERSON RESPONSIBLE – Headteacher

Health and Safety Policy Statement

Statement of organisation and arrangements for ensuring health, safety and welfare at

Lowerhouses CE Primary School

1. Introduction

1.1 This is statement of the organisation and arrangements for health and safety at Lowerhouses CE Primary School. This statement does not replace the Learning Accord Multi-Academy Trust Health and Safety Policy, but is in addition to, for the benefit of all users of the premises. Copies of this document, along with other information on health, safety and welfare matters can be found in the school office.

1.2 This statement deals with those aspects over which the school's Local Governing Body (LGB) has control. It covers health and safety associated with the school premises, plant and fixed equipment belonging to school and the Multi-Academy Trust. This includes the health and safety requirements with regards to the maintenance of the buildings in relation to any agreed lettings within school premises. This does not cover fixtures and fittings belonging to parties named on agreed lettings which are covered under their health and safety policy and guidance. (Refer to Lettings Agreements where appropriate).

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

- To establish and maintain a safe and healthy environment throughout school
- To establish and maintain safe working procedures among staff and pupils
- To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work
- To ensure that access is provided to appropriate health and safety training, as and when required
- To maintain a safe and healthy place of work with safe access and egress
- To formulate procedures for use in case of fire and other emergencies, including plans for the safe evacuation and lockdown of the school premises
- To lay down procedures to be followed in case of accidents
- To provide and maintain adequate welfare facilities

2. Responsibilities and duties in matters concerned with safety

School staff, the governing body and academy trustees are required to work together to ensure their health, safety and welfare objectives are achieved.

2.1 The Governing Body (GB)

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

The GB is responsible for:

- Ensuring that the Learning Accord Multi-Academy Trusts Health and Safety Policy is implemented and monitored within the school.
- Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations.
- Ensuring that the school has a clear written policy statement, that the policy statement is appropriate and that it is being implemented as agreed.
- Receiving health and safety guidance and information distributed by the education department and that proper arrangements are made within the school for complying with the guidance.
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the head teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- Ensuring that all reasonable inspection facilities and information are provided upon request to the appropriate officers and bodies.
- Ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with LA and DFE guidance.
- Ensuring that suitable health and safety provision is made for pupils with additional needs and the staff involved.

The GB is responsible for planning and setting standards which include:

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

2.2 The headteacher

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

- Be the focal point for reference on health, safety and welfare matters and give advice or indicate appropriate sources of advice.
- Co-ordinate the implementation of the Learning Accord Multi Academy Trust (LAMAT) and governors' health, safety and welfare procedures in school.
- Make clear any duties in respect of health and safety which are delegated to members of staff.

- Ensure that problems in implementing health and safety policy are reported to the governors and the Learning Accord Multi Academy Trust.
- 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 they are kept informed of accidents and hazardous situations.
- Review periodically: emergency procedures; provision of first aid in school; the risk assessments and make appropriate recommendations to the governing body.
- Complete an annual Health and Safety self-audit and take any relevant actions emerging from the audit.
- Put in place procedures to monitor the health and safety performance of the school; any plant, tools, equipment etc. considered to be unsafe, until satisfied with their safety.
- Make recommendations to the multi-academy trust and governing body for additions or improvements to plant, tools, equipment, machinery etc. which present hazards.
- 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.
- Report to the governing body annually on the health and safety performance of the school.

2.3 Obligations of teaching/non-teaching staff under the Health and Safety at Work Act 1974

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

To facilitate this, all employees are expected to:

- Know the health and safety organisation and arrangements be adopted in their own working areas and to ensure they are applied.
- Observe standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety and/or the health and safety of others.
- Co-operate with other employees in promoting improved health and safety arrangements in the school.
- Co-operated with the appointed health and safety operatives.

2.3.1 General obligations of class teachers

The health and safety of pupils in classrooms is the responsibility of the class teacher.

General responsibilities of class teachers are:

- Exercise effective supervision of the pupils and know the emergency procedures in respect of fire, bomb scare, invasion and first aid, and to carry them out.
- Check equipment used is safe before use.
- Ensure safety procedures are followed.

- Give clear instructions and warnings to pupils, as often as is necessary.
- Report to the Headteacher and make recommendations on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially dangerous.
- Avoid introducing personal items of equipment (electrical or mechanical) into school without authorisation from the Headteacher.
- Follow safe working procedures.

2.3.2 Special obligations of class teachers/support staff

- If for any reason, due to the physical state of a room or the splitting of a class for practical work, a teacher considers that they cannot accept responsibility for the safety of the pupils then discussion must be held with the Headteacher.
- Sharp cutting equipment used by children e.g. scissors, should be supervised. Children should be taught how to use, clear away and store these pieces of equipment safely. During activities such as Design Technology an adult should always remain in the room with the children.
- Classrooms should be organised so that children can move around safely. Obstacles such as chairs are to be placed under tables or out of walkways.
- Any experiments involving heat, electricity or the use of flame are to be fully supervised by a teacher / or a member of support staff.
- Children should not be allowed to plug or unplug electrical equipment. Any fault on equipment is to be reported straight away to the Headteacher or School Business Manager. These should be taken out of service or disposed of straightaway.
- Coats and bags are to be placed in lockers. Class teachers must ensure that children are clear on cloakroom safety and expectations.
- Children are not to stand on chairs, tables or windowsills.
- Teachers will be required, at the direction of the Headteacher, to carry out periodic risk assessments in their own areas.

2.4 Occasional adults in school

All adults working in school for any significant length of time must be made aware of, and follow, the school's health and safety policy and guidelines. These provisions cover students working in school (professional mentor responsible), supply teachers (Headteacher responsible) and parent helpers (class teachers responsible)

2.5 General responsibilities of Caretaker

The general responsibilities of the school caretaker will include:

- General responsibility for the application of the school's health and safety policy to own area of work (directly responsible to the Headteacher, School Business Manager and Kirklees Cleaning Services manager)
- Responsibility for ensuring that the cleaning staff are fully trained in the use of any heavy electrical equipment and maintain safe working practices.

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- To establish and maintain safe working procedures including handling, storage and transport of articles and substances (e.g. chemicals, use of ladders etc.).
- To carry out regular health and safety assessments of the activities for which (s)he is responsible and report any defects to the Headteacher, School Business Manager or Kirklees Cleaning Services manager where appropriate.
- To ensure, as far as reasonably predictable, the provision of sufficient information, instruction, training and 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.
- To ensure where appropriate that relevant advice and guidance on health and safety matters is sought.
- To advise the Headteacher or School Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.5.1 Special responsibilities of the caretaker

- Toilet areas are to be checked at the beginning and end of the day. Soap, paper towels and toilet rolls are to be replaced as necessary. Floors are swept and carpets vacuumed daily by the caretaker/cleaning staff.
- The caretaker is to ensure that the cleaning cupboard and caretaker's cupboards and storage areas are locked and out of bounds for all children and all cleaning materials and equipment are kept out of the reach of children.
- No person should attempt to lift furniture or items over 20kg by themselves. Step ladders are only to be used with a second person present.
- A warning sign should always be displayed where a floor area is wet.
- In frosty/snowy weather paths and steps and the staff car park must be cleared and gritted before the children and staff begin to arrive at school.
- Paths are to be kept clear of trailing weeds to avoid slippery areas.
- The playground is to be checked daily and any hazardous materials e.g. dog fouling, glass, stones to be removed. This includes the garden and the rubber crumb area.
- Separate sweeping mops, wet mops and buckets must be always made available for use by members of staff during the school day.

2.6 School health and safety representative

The School Business Manager acts as Health and Safety Representative in school. She is supported in this by a designated Health and Safety Governor and other members of the Governing Body.

2.7 Visitors and 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. Parents and other volunteers helping out in school will be made aware of the health and policy applicable to them by the class teacher to whom they are assigned.

More specifically:

- The staff car park is not to be used by parents.
- All visitors are to enter the school via the front, main entrance where they will be met by a member of staff. All visitors are expected to sign in and are not to access the rest of the school without being accompanied by a member of staff, unless the appropriate safeguarding checks have been carried out.
- Parents who bring their children into school late are to enter school through the main entrance and report to the school office, where a member of the office staff will escort the child to class.
- Parents and visitors are asked to not bring dogs onto school premises.
- We have a no smoking or vaping policy in school buildings and on school premises.

3 Health and Safety Arrangements

3.1 Supervision of pupils

In common law, teachers stand 'in loco parentis' as far as the pupils in their charge are concerned. If the degree of care exercised by a teacher is at least that which would be taken by an average parent in the same circumstances, then this legal duty is exercised. The Headteacher is expected to maintain an adequate system of supervision to protect pupils at all times. Whether a level of supervision is adequate in given circumstances will depend on several factors such as:

- The age, maturity, usual standard of behaviour and number of pupils in question.
- The nature of the activity and where it is carried out.
- The supervisory ability of the staff.

3.1.1 Break and lunchtime supervision

- There must always be members of staff/lunchtime supervisors out on duty whenever the children are out at playtime. One member of staff/lunchtime supervisor is to remain outside until all the children are back in school. At least one member of staff is to be outside as children come outside to play. Children at no time are to be outside unattended.
- During break and lunchtimes each of the playground areas is to be supervised by at least one member of staff.
- A member of the support/teaching staff will be out as the bell is rung to lead the children back into the building.

3.1.2 Movement of children around the building

Children should move around the school building calmly and quietly at all times. When coming in from break/lunchtimes and moving to assembly, staff are to monitor movement around school by being in corridors and in the hall.

3.1.3 Contract transport

- The teacher in charge of any group of children travelling on contract transport must have a register of all the children and must check the numbers at the start of both the outward and return journeys. All children must remain seated throughout the journey with seatbelts fastened and should behave in a quiet and sensible manner. The teacher in charge is responsible for checking that seatbelts are put on and adjusted correctly.
- When taking children on a day visit or a school journey the teacher in charge must take a suitable first aid kit with them and a mobile phone. All members of staff should carry a list of medical conditions that children might have, together with a list of children's emergency contacts. (Refer to Educational Visits Policy)
- A risk assessment will have been carried out.

3.1.4 Cooking Equipment

- When not in use the cooking equipment is to be kept clean and tidy in the appointed area with any plugs removed from the socket.
- The appliances are only to be used under close adult supervision.
- After use, the appliances are to be thoroughly cleaned with hot water.
- Surfaces are to be cleaned before and after use, using anti-bacterial cleaner. Any cleaning materials are to be stored in a locked cupboard.
- Microwaves should be washed internally weekly, and fridges should be emptied and thoroughly cleaned every half term.
- All utensils should be cleaned before use. All cracked utensils should be disposed of.

3.1.5 Health and Safety in Physical Education

Special care must be taken in all aspects of physical education on and off school premises.

- Each teacher/adult in charge must have a strict policy of how children should behave in any physical education activity (indoors, outdoors, at the swimming pool and after-school activities). Children must be made aware of this policy, and it must be strictly and consistently always adhered to.
- The teacher/adult in charge must be aware of the children for the entire lesson and know exactly what is wanted from the lesson. It is essential that the teacher/adult in charge has control at all times and stops any potentially dangerous activity before it has chance to develop.
- All earrings are to be removed for PE by the child themselves or covered with plasters brought from home.

3.1.6 Outdoor education

The school's policy on health and safety in outdoor education is in line with Kirklees stated policy outlined in the booklet 'Outdoor Education Guidelines', except in the following circumstances:

- Children do not take part in sailing, climbing, caving or other activities that requires a qualified instructor, unless one is present. The exception is when visiting a residential centre employing their own qualified staff.
- The Headteacher will satisfy themselves as to the qualifications of such staff beforehand.
- This runs alongside the Education Visits Policy.

3.1.8 Dress Policy

No jewellery, apart from watches and small ear studs are to be worn by children in school. If a child does wear studs, then they must be removed for P.E. or covered with plasters brought from home. Ear studs are not to be removed by any member of staff in school, they are to be removed by the child or by parents before the start of the school day. Staff dress is covered in the Staff Code of Conduct.

3.1.9 Premises Asbestos Management Plan (PAMP)

Lowerhouses CE Primary School is committed to providing a safe environment for pupils, staff, contractors and visitors. In line with our duty to manage asbestos and to comply with the Control of Asbestos Regulations 2012 and relevant HSE guidance, the governing body and school leadership will ensure that asbestos-containing materials (ACMs) on the school site are identified, risk-assessed, managed and, where necessary, safely removed.

The Premises Asbestos Management Plan sets out how we will meet that duty:

- The governing body is ultimately responsible for ensuring an effective asbestos management plan is in place and that statutory duties are met.
- The Headteacher is responsible for day-to-day implementation of the Plan, ensuring staff awareness and for liaising with the responsible body or local authority for capital works.
- The caretaker holds the asbestos register, coordinates surveys, arranges monitoring and contractor supervision, and ensures contractors have access to the register before any work.
- The Health & Safety Governor will periodically review asbestos management with the Headteacher and report to the governing body.

3.1.10 Legionella

Lowerhouses CE Primary School is committed to protecting pupils, staff, contractors and visitors from the risks associated with legionella and other waterborne hazards. In line with our duty to provide a safe environment and relevant health and safety legislation and guidance, the governing body and school leadership will ensure that water systems on the school site are risk-assessed, monitored and managed to reduce the risk of legionella colonisation and exposure.

This statement sets out how we will meet that duty.

- The governing body is ultimately accountable for ensuring an effective water hygiene (legionella) management system is in place and resourced.

- The Headteacher is responsible for ensuring the policy is implemented and for confirming that competent persons are engaged. They are also responsible for reporting any issues to Governors and the MAT.
- The caretaker is responsible for maintaining the water systems inventory, keeping records, carrying out routine checks and notifying the Headteacher of any concerns.
- Contractors appointed to inspect, test or remediate water systems must be competent and hold appropriate qualifications and insurance.

3.1.11 Contractors on the school premises

The Headteacher will make all staff aware of contractors working on the premises. There will be a risk assessment in place. All contractors will be given access to the PAMP (Premises Asbestos Management Plan) and asked to sign this to show that they have read and understood this.

3.2 Provision of First Aid (refer to First Aid in School Policy and Medical Conditions Policy)

First aid cupboards and first aid kits are located in several areas around school. A list of contents is kept with first aid equipment. Equipment is regularly reviewed and replenished when necessary. It is school policy to ensure that there are an adequate number of first aiders to meet health and safety requirements. We have several qualified first aiders, including paediatric first aiders. All first aiders wear a green lanyard so that they can be identified easily.

3.3 Emergency procedures

3.3.1 Illness or accident

If anyone should become ill or suffer injury as result of an accident the procedures below should be followed:

- First aid should be administered, but only as far as knowledge and skills allow. The patient should be given all possible reassurances and removed from danger, unless removal will exacerbate injuries.
- First aid is carried out by a qualified first aider or, in their immediate absence, by any member of staff if necessary.
- All cases of significant injury and illness must be reported to the Headteacher to ensure that the patient receives the proper attention and if necessary, arrangements for hospital treatment are made. In the case of a pupil every effort is made to contact parents or other nominated responsible adult.
- If an ambulance is required, the emergency 999 service should be used. Children will always be transported to hospital by ambulance and not car.
- Patients (pupil or staff) will be escorted to the hospital, by a member of staff who will remain there until a parent arrives, in the case of a pupil.

3.3.2 Accident forms and books

Further advice regarding health and safety in the workplace is available at Kirklees Health and Safety at Work.

- Every minor injury or accident should be recorded in the Accident Book (located in the medical room) as soon as possible after the incident. The class teacher must also be told and the incident reported to parents.
- If a child is particularly upset or hurt, whenever a forceful blow to the head has been suffered, or where there has been a substantial loss of blood, nasty bruising/grazing or a significant cut then parents must be informed by telephone or in person. They are to be consulted whether they feel further medical attention is appropriate or necessary.
- Whenever a pupil or employee has more than a minor accident then the Headteacher must report the incident using the online LACHSWEB reporting system. The online reporting system must only contain statements of fact. Witnesses are to be sought and questioned and statements are to be included as documents.
- All fatal or major accidents to pupils and adults must be reported IMMEDIATELY BY TELEPHONE to Kirklees Emergency Incident Team and the MAT CEO.
- The KMDC Health and Safety Policy – Manual of Guidance for Schools gives more detailed advice on accident procedures.

3.3.3 Fire and Emergency Procedures

It is the duty of all members of staff on discovering fire or any other emergency to carry out the procedures as outlined in the schools Emergency Planning document. The alarm is to be raised immediately using the nearest fire alarm.

An emergency fire alarm drill will be held every term.

Evacuation of the school buildings will be carried out in line with Emergency Evacuation procedures as outlined in the schools Emergency Plan Policy. In the event of a bomb scare the same procedures apply.

All buildings must be evacuated within 3 minutes of the alarm being raised and no-one must re-enter the building until the all clear is given.

School office staff are responsible for ensuring that evacuation reports and staff signing in information is brought out in the event of an evacuation. They are also responsible for ensuring that any emergency medication is brought outside.

All fire exit points are to be kept clear at all times. Fire doors will automatically close when the alarm is activated.

3.3.4 Review of Emergency procedures and protocols

Review of procedures and protocols will be carried out on a regular basis in conjunction with the appropriate committee of the governing body and the designated Health and Safety Governor.

Where necessary the Headteacher will make recommendations to the governing body for improving the procedures laid down.

4 Conclusion

It is the responsibility of everyone to make sure that these arrangements work and this will ensure that, as far as is reasonably possible, working conditions are safe and the working life of everyone is accident free. Suggestions from any member of staff or governor, to improve the standards of health and safety, are welcomed by the Headteacher.

All staff named as responsible for Health and Safety at Lowerhouses CE Primary School will receive the appropriate training and guidance, in line with Health and Safety recommendations and requirements.