

# Health and Safety Policy

Approved by: Resources Committee

Date: June 2024

Review date: June 2025



Knowledge



Spark



Humanity



Grit



Team

## **The Policy Statement**

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

Clapgate Primary School

- Will take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities.
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation.
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
- Is committed to providing the necessary information, instruction and training to all staff and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- Will review this health and safety policy document annually.
- Will set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the school.

## **Organisation and Responsibilities**

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

### **Management Structure**

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

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

**Members of the school senior leadership team** are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers.

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

**'Competent person'**. The Headteacher has responsibility as the competent person for:

- 1 advising the Headteacher (*if the competent person is not the Headteacher*); Governors and Senior Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations made there-under, and
- 2 for liaising with Leeds City Council's Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

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

### **Implementation**

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

- Ensuring adequate resources, in terms of both personnel and finance, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's health and safety policy.
- Ensuring that responsible managers and staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all staff (including agency staff) are familiar with, and comply with, the requirements of the school's health and safety policy and that all new staff are inducted into the requirements of the health and safety policy and any school and Leeds City Council guidelines and instructions.
- Ensuring that any contractors and sub-contractors who work in school premises have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Ensuring that the Headteacher, SLT and Sub Committees of the Governing Body report at least annually to the Full Governing Body on health and safety issues within the school.

**Phase leaders** will ensure that:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the headteacher or senior leadership team.

- Significant hazards within their department are identified with suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Staff (including agency staff) and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- A system to manage health, safety and wellbeing within their department is implemented, which may include a schedule of inspection, service and maintenance arrangements for equipment and services and accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

### **Staff (including agency staff).**

All staff (including agency staff) are responsible for:

- Complying with the school's health and safety policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the school's Governing Body, Headteacher and Senior Leadership Team in complying with all relevant statutory provisions.
- Using all work equipment and substances in accordance with the information, instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to the school's Governing Body, headteacher and/or senior leadership team any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

### **Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything, they believe to be hazardous or dangerous to their teacher/ teaching assistant/ headteacher.

### **Consultation**

There will be full consultation with representatives elected by the trade unions recognised by the school and Leeds City Council regarding the establishment and implementation of all of the school's health, safety and welfare arrangements in accordance with agreed consultation arrangements.

### **Audit and review**

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

- Annual audits of health and safety management in individual departments.
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.

## **Arrangements**

### **Standards affecting the whole school**

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

### **Incidents and Accidents**

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

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

When considering the cause of an accident establish what happened by allowing witnesses and/or injured parties to tell the whole story. Questions should be asked to clarify areas of doubt. Beware of jumping to conclusions and bear in mind that some witnesses may be afraid of repercussions and will need reassurance. Careful notes should be taken, with sketches if possible. The effort and time put into an investigation should be proportional to the potential severity of consequences of future reoccurrence.

An aide memoire is useful:

Where and when did the accident happen?

Who was injured and what was the injury?

Who saw it happen?

What was the injured person doing at the time?

Was this normal behaviour?

Were protective measures appropriate, understood and being used?

Was the person adequately taught or trained to carry out the activity?

Was there a defect in equipment or the premises?

Was adequate supervision in operation?

## Hazards

The following general points should be kept in mind:

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

### Fire Precautions/Emergency Evacuation: Emergency Plan

- The Caretaker will test the fire alarm call point system fortnightly. A record is kept of these checks.
- A fire drill will be held without warning at least once a quarter. A continuous alarm is the signal for this. Everyone should know which exits are to be used from each area but should also be prepared to use alternative exits if normal routes are blocked. Every room in school has a list of which exit to use in the event of an emergency.

All staff and children are to strictly follow these guidelines:

- On hearing the fire alarm they should quickly and quietly file out of the area being careful to leave chairs and tables tidy. The last person should shut the door and switch off lights if this can be done without any delay.
- Line up in silence in the playground while the teacher calls the register. Teacher to advise of anyone missing from their register to SLT. SLT will use the walkie talkies to contact the caretaker and other staff with a walkie talkie to locate any missing persons. Classes will only be allowed back into the building when it has been checked and declared safe.
- All visitors should report to the visitor area on the playground for registration. Office staff to ensure all visitors are accounted for.
- A log of all evacuations will be completed by the caretaker.

Any person on discovering a fire should raise the alarm to initiate evacuation procedures and summon the Fire Brigade immediately. If a child discovers a fire s/he should report it to an adult. Staff should familiarise themselves with the alarm points. Staff should never put themselves at risk in attempting to fight a fire. However, minor fires may be quickly extinguished using the handheld extinguisher or hoses where there is no immediate danger. This will be the responsibility of all members of staff who have received fire extinguisher training.

When the building is used in the evenings and out of school hours, fire evacuation notices are to be visible in all areas of the school. The person in charge of any group should be made aware of evacuation routes. Exit doors must be kept unlocked while the building is in use. The caretaker or key holders will be on site during lettings.

Day to day vigilance is necessary to ensure a high standard of fire prevention awareness. Heat sources and flammable materials should be kept apart. The following should be especially noted:

- Fire doors must be kept closed whenever possible and exit routes must be free from obstruction
- It is in everyone's interest to maintain a litter free environment; loose papers/boxes (eg for craft activities) need to be stored away tidily and kept to a minimum.

No combustible debris should be stacked by the side of the buildings or in the boiler houses.

- The school is designated a no smoking zone and all staff are expected to comply with this policy.
- The accurate marking and availability of registers is most important. All visitors to sign in on arrival.

### **Safety representative/safety and hazard inspections**

Every member of staff has a role in supporting good practice in Health and Safety.

The Health and Safety Representatives will operate in staff interests but it must be remembered that the volunteers do not have any more legal responsibility in this area than other employees.

The Health and Safety Representatives at the School are Natasha Singleton and Lee Cockcroft.

A record is kept of fire alarm call point checks, fire drills, contractors' checks of alarms, emergency lighting and fire-fighting equipment. Records of such checks are kept in the Fire Safety Checks File administered by the school caretaker.

### **First Aid and Medication**

The appointed person for first aid is the headteacher who will be responsible for taking charge of the situation in the event of serious illness or injury, for checking that emergency aid is summoned and for ensuring that relatives/parents are contacted. In her absence this responsibility falls to the deputy headteacher and then the Health and Safety Representative. The appointed person will also ensure that reporting procedures are carried out. Trained first aiders available in School are also expected to assist in these responsibilities. Several members of staff have an emergency first aid qualification and further training will be arranged on a periodic basis. A number of support staff are first aiders which is also reviewed regularly to ensure that training is provided periodically. The appointed person is responsible for the upkeep of first aid equipment. No other requisites or medication are to be used. For routine first aid, qualified staff will attend to casualties.

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

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

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

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

Where a child has a condition (eg diabetes, epilepsy, asthma) it is important that staff who come into contact in a supervisory role have knowledge of this and are aware of relevant precautions and treatments.

Such information will be conveyed through medical alerts in Arbor and is regarded as confidential. Specific training for such conditions is provided annually for staff within the same year group. It is extremely important that staff are aware of cases where anaphylactic shock may result e.g. sting or peanut allergies. For children who have such allergies and who are likely to require urgent treatment e.g. through use of an auto-injector (e.g. epi-pen), clear instructions on procedures will be agreed with staff and parents. Epi-pens should be kept in an easily accessible but secure place for the children and staff who need it. Please refer to the school's policy for Handling and Administering Medicines in school for further guidance.

### **Manual handling**

Many instances of lifting and handling take place every day and carry such a low risk that formal assessment is not required. However, there will be some occasions when lifting and handling tasks can present risks to the people who perform them. These include:

- Carrying or lifting down of heavy boxes of equipment
- Lifting of children e.g. a disabled child for toileting
- Deliveries from suppliers e.g. heavy photocopier paper
- Lifting by individuals who have medical conditions which may be adversely affected
- Lifting /carrying in an area that may have obstacles or be wet

Wherever staff consider that there may be a risk of an accident or strain occurring as a result of a required manual handling operation, then the manoeuvre should not be attempted and advice sought from the Headteacher.

To reduce the risks to staff, care needs to be exercised whenever heavy objects are stored. They should never be placed on shelving above waist height. When faced with higher level objects, rather than attempt to lift these by oneself, assistance should be sought from the caretaker or a colleague. Remember also that it is better to bend the knees than the back when lifting objects.

When retrieving objects from above waist height it is prudent to use stepladders. The sack trolley should be used for moving heavy loads around and in receiving deliveries. Wherever possible drivers should be encouraged to unload items and move them to a convenient storage place. The caretaker, as designated person, will then move the items to their intended destination.

Lifting children can be particularly risky. Children with specific needs should have a personal care plan. Everyone who is involved in the care of the child needs to be aware of the plan which will include details of equipment used to move or support the child, such as a wheelchair, standing frame or mobile hoist. Where lifting equipment is provided e.g. a stair lift or hoist, then training will be provided on correct usage.

### **Dangerous substances/materials**

All substances which may be hazardous to health are to be locked away in the cleaning stores or superintendent store room. They are covered by the Control of Substances Hazardous to Health Regulations of 1988 (C O S H H ). In school the most obvious substances used which must be locked away are: certain cleaning fluids; reprographic fluids/materials.



All cleaning materials not in use should be locked away in the cleaning cupboards.

### **Electrical Safety**

This is probably the most dangerous aspect of health and safety concerns in schools. Children should be regularly briefed on safety as part of their science work on electricity.

Access to electrical dangers should be prevented. The use of trailing wires should be avoided, and switches and sockets need to be kept clear of display. Any damage to sockets/switches or plugs must be reported immediately to the school superintendent. Such items will be taken out of use pending repair.

All portable appliances will be checked in accordance with recommended time schedules and listed. Personal equipment may be brought into school provided it's PAT tested before use. This will not be necessary for brand new items. Any faulty appliances are to be taken out of use and put into a secure place. Faulty appliances will be clearly labelled 'unserviceable - do not use'. All staff have a responsibility to carry out visual checks of any portable appliances before use. The school caretaker will arrange the regular testing of electrical equipment.

Plug in adaptors are not to be used. Extension leads must be fully uncoiled before use and are to be used as a temporary measure only.

Any repairs to electrical equipment must be done by approved contractors; staff must not undertake such repairs.

Care should be taken not to obstruct electrical heaters with combustible material of any kind.

### **Contractors on Site**

The caretaker will make special arrangements with regard to health and safety when contractors need to work on site. Key factors are:

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

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

### **School Security**

All visitors to the school are required to report to reception and 'sign in' on arrival. They will be issued with badges to assist staff in identification. Staff should as a matter of course challenge visitors eg 'Can I help you?' or 'Have you signed in?' to ascertain the reasons for their visit. Visitors should also sign out on leaving.

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

Wherever possible, valuable equipment should be removed out of sight at the end of the day. Blinds/curtains should be drawn to hide equipment from sight if placed near windows.

Cash must not be left unattended at any time and the school safe must be used for overnight storage. Deliveries or withdrawals of cash will be carried out at various times in order to ensure no clear pattern emerges. It is advisable to carry a dummy or 'artificial' bag while keeping the actual cash close to the person.

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

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

The school is protected by a security alarm.

### **Road Safety**

In school, matters of road safety are regularly drawn to pupils' attention. This will include times when road safety may be related to curriculum areas (eg a study of visibility in science). Road safety is also considered as part of an overall programme of PSHE.

Clapgate participates in the School Streets scheme and regularly liaises with Leeds City Council and the local police.

Cranmore Drive and Raylands Road are closed to vehicles 8:25-9:35am and 2:40-3:50pm. Any vehicles entering the street within these times must be displaying a permit.

### **Swimming**

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

### **Physical Education Activities**

All apparatus and equipment is to be correctly sited, used and supervised.

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

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

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

PE lessons present situations that require special consideration. Travelling to playground and the field should be supervised and should always be walking, not running. Equipment such as cones, posts and poles must be carried correctly.

Before any activity involving bats (particularly cricket / rounders), a reminder should be given about correct handling of the bat and safe fielding positions. Bats should never be swung indiscriminately and must not be thrown or dropped during a game.

### **Supervision**

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

Playground supervision is as follows:

For morning breaks children will be taken out to play by teachers or TAs, once they are satisfied that duty staff are on the playgrounds.

At the end of play, the correct procedures must be followed, including maintaining indoor voices in the corridors.

At home time, staff should maintain a presence around classrooms and exits. It is important that teachers do not leave classes unsupervised; they should ensure that all resources are at hand before the start of the lesson.

### **Educational Visits/Sports Fixtures/Leaving of premises with a party**

We shall follow the recommendations for educational visits as set out in the Leeds LA documentation on Educational Visits and our school policy. This will involve planning visits using the Evolve program. Any activity which can be termed an out of school activity should have the prior approval of the headteacher. No children will leave the premises unless they are supervised and parental permission must be obtained in advance; this is a necessity even on short local visits.

The leader is responsible for appointing a deputy and making all those involved in the visit aware of their role with regard to safety. Pre - visit preparation should include a reconnaissance visit by the leader if at all possible; this is essential for residential visits. Please refer to the Educational Visits Policy.

### **Environment/Circulation**

When displaying children's work, care should be taken to use stepladders correctly; one's waist should never be higher than the top of the steps. Ladders should be used only on level, firm surfaces and overreaching is to be avoided. It is not safe to climb on chairs and tables.

Art work should not cover electrical fittings; this applies particularly to metal foil papers. Children should not be allowed access to 'danger sites' ie boiler house, outside stores room, waste bin area, kitchen, cleaning storerooms.

Staff should insist on quiet ordered movement around school at all times. Children should be encouraged to be aware of others. Staff and pupils should be vigilant in keeping corridors and walkways tidy. Objects should not be left on the floor unnecessarily.

Children should be encouraged to hang up any coats, bags etc which fall on the floor in cloak rooms, in order to maintain safe and uncluttered exit routes.

The standard of cleaning should be high; if there are issues around cleaning then the headteacher and/or caretaker should be informed.

## **Pupil illness and Infectious Diseases**

If a child becomes unwell during the course of the day, our policy is to inform parents by telephone in order that the child may be taken home. This will be dependent upon the condition of the child and the known family circumstances. If the condition appears serious, the child must be accompanied to hospital, or emergency aid summoned, with the parents being informed at the earliest opportunity.

If a child appears unwell at the end of the school day, it is important that parents are informed so that the sick child may be collected from school/rather than finding his/her own way home.

Where it is suspected that a child at school is suffering from an infectious disease (eg appearance of rash etc) the headteacher should be consulted. Where a child is sent to school suffering from illness, the headteacher should be informed in order that a request may be made to parents to keep the child at home until better. The recommendations for School absence in relation to infectious diseases are taken from 'Communicable Disease Control in Schools'

## **Kitchen and Catering**

Responsibility for safety in the kitchen lies with the catering manager. The kitchen staff need to be particularly mindful of health and safety issues. The highest standards of hygiene must be observed in the preparation and serving of food, while everyone who works in the kitchen should have regard to potential hazards and first aid procedures. 14 Guidance documents on Health and Safety procedures in the kitchen are held by the catering manager, who is expected to ensure that procedures are followed

## **Staff Welfare**

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

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

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

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

<b>Risk</b>	<b>Action</b>
Working alone in school	Ensure security doors are closed Use a room with a second exit Let friends/relatives know what time you expect to be home
Interviews/meetings with potentially aggressive people	Inform others in the team and if necessary have another member of staff present Keep office/classroom door partially open Do not argue; leave the room and report to the headteacher Choose a position near the door that allows easy exit
Banking duties	Vary times Use a dummy bag where possible Do not resist demands for money with menaces

Alarm call response – key holders	Do not enter without police or before a reasonable time has elapsed Do not physically try to arrest or restrain an intruder
Unauthorised persons in the school grounds	In school hours: Alert Headteacher Be polite in requests for them to leave Ensure you have colleagues present If in doubt, call for the police  Out of school hours: If individuals or groups refuse to leave, call police Do not put yourself in danger; leave the premises, call the police

### **Monitoring of Safety Procedures**

<b>Inspection Check</b>	<b>Carried out by</b>	<b>Frequency</b>	<b>Recorded</b>
Emergency evacuation	Headteacher / Superintendent	Quarterly	Yes
Fire alarm testing	Superintendent	Fortnightly	Yes
Fire-Fighting appliances and Smoke alarms	Approved Contractors	Extinguishers – Annually Detectors - Annually	Yes
Emergency Lighting	Approved Contractors	Annually	Yes
Risk Assessment	Headteacher	As required	Yes
School environment check	Nominated Staff	Termly	
Accident Book/Log	Headteacher, Governors	Termly	Yes
Portable Electrical Appliances	Approved Contractors	Annually	Yes
Gas appliances	Approved Contractors	Annually	Yes
Outside Play equipment	Superintendent and Approved Contractors	Superintendent – fortnightly Approved Contractors - Annually	Yes
Water Systems	Approved Contractors	Monthly (Legionella)	Yes
Asbestos	Approved Contractors	Annually	Yes
Kitchen	Leeds City Council / Catering Leeds		Yes with LCC
Tree Safety	Approved Contractor	Annually	Ongoing

## **Audit and Review**

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

- Annual health and safety audits by the headteacher and caretaker
- 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.