



Yardleys
School
WORKING TOGETHER FOR A BETTER FUTURE

HEALTH & SAFETY POLICY

Adopted by Governors:

Signed:

Date:

This policy is reviewed annually by the Finance, Premises and Staffing Committee

Review date:

POLICY INFORMATION

Date of last review	November 2025	Review period	Annually
Date ratified by governors	December 2025	Governors' committee responsible	FPS
Policy owner	Benn Gray	SLT member responsible	Gemma Webb
Date of next review	November 2025		

Reviews/revisions

Review date	Changes made	By whom
November 2019	Introduction - Reference made to latest DfE guidance Name of catering contractor updated Administration of medication section updated Asthma section updated with advice not to move child	Jill Wilson
November 2021	Review cycle changed to annual in line with DfE guidance Policy owner/SLT member responsible updated DfE Health & Safety: responsibilities and duties for schools – reviewed date updated to July 2021. New sections added for responsibilities of 'students' and 'visitors' New section added on Covid-19 under Section 3 Heads of House amended to Heads of Year EVCs trained staff updated to change Jill Wilson to Gemma Webb	Gemma Webb Benn Gray Benn Gray Gemma Webb Benn Gray

March 2022	Term 'safety codes' updated to 'department policies'	Benn Gray
	Performing Arts added as faculty area where there may be areas of special risk	
	Addition of line of lead first aid monitoring first aid stock	
	'HIV preventative protocol' updated to 'Blood Bourne Virus prevention guidance'	Benn Gray
	Reference added to School's Mental Health & Wellbeing policy.	Gemma Webb
	Removal of asthma attack flowchart	Gemma Webb
	General principles – 2 additional points added	Benn Gray
	Additional point added to the H&S co-ordinator's role	
	Staff responsibilities section emphasis on staff complying with school & depts. H&S policies	
	Management of H&S new framework included	
September 2022	Section 3 – areas of special risk additional information on technical and advisory groups	
	First aid cover clarification of first aid qualifications and medical treatment room	
	Additional sections added on – security, accident reporting, working at height, manual handling, DSE regulations, COSHH, electrical safety and insurance	
	Bullet point added under general principles on the review period for policy and departmental policies	Gemma Webb/Benn Gray

October 2023	<p>Bullet point added on H&S policy being on the VLE.</p> <p>Section 2 – management of H&S more detailed framework added</p> <p>Section on Covid-19 updated</p> <p>Additional sections added on pregnancy risk assessments, training and school minibuses.</p>	Benn Gray
October 2024	<p>Reference to the edition of department advice updated in introduction</p> <p>Catering company name updated under general principals and H&S co-ordinator responsibilities</p> <p>Section 3 – arrangements and special areas for consideration – further information added</p>	
November 2025	<p>No changes</p> <p>Administering paracetamol – updated to state written consent needed for each time paracetamol is to be administered</p>	Gemma Webb

Dates of linked staff training (if applicable)

Date	Course title	Led by
July/September 2019	New staff induction inc. H&S	WXJ
	H&S/fire safety reminders as part of whole staff first day training	WXJ
July/September 2021	New staff induction inc. H&S	GYB/WBG
	H&S/fire safety reminders as part of whole staff first day training	WBG
July/September 2022	New staff induction inc. H&S	GYB/WBG
	H&S/fire safety reminders as part of whole staff first day training	WBG
July/September 2023	New staff induction inc. H&S	GYB

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our [Equal Opportunities](#) and [GDPR](#) policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Statement of principle – Yardleys Way

Yardleys School treats everyone equally and we value everyone the same irrespective of age; disability; gender reassignment; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex; and sexual orientation.

July/September 2024	H&S/fire safety reminders as part of whole staff first day training	WBG
	New staff induction inc. H&S	GYB
	H&S/fire safety reminders as part of whole staff first day training	WBG

INTRODUCTION

Yardleys School Health and Safety Policy has been formally adopted by the School's Governing body. This policy conforms to the legal framework set out in *The Health and Safety at Work etc. Act 1974* and regulations made under that act, in particular the *Management of Health at Work Regulations 1999*. The policy takes into account the latest departmental advice from the Department for Education, *Health and safety: responsibilities and duties for schools Updated 22nd April 2022*.

The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

GENERAL PRINCIPLES:

- The aim of this policy is to provide the background for a safe and healthy working and learning environment for staff, pupils, visitors and any other person using the school premises or facilities; to create a culture in which risk assessment and control become routine and in which we accept that the quality of management can affect the number of accidents and incidents of ill health and stress; to provide appropriate resources to support health and safety requirements
- The Governing Body believes that students should be able to experience a wide range of activities and that it is important that children learn to understand and manage the risks that are a normal part of life
- As an employer, the governing body recognises its responsibility to assess the risks to the health and safety of staff and others affected by its activities
- At all times relevant risk assessments and decisions will be shared with the school's partners, in particular BSPL, Galliford Try FM and their subcontractors and *abm Catering*.
- This policy and departmental policies are reviewed at least annually and at other times as necessary.
- This policy is available via the school VLE.

SECTION I - RESPONSIBILITIES

The Headteacher has the day-to-day responsibility for health and safety matters in the school. More detailed responsibilities are as follows:

The Governing Body is responsible for:

- As the employer, overall responsibility for health and safety rests with the governing body
- Approving the school's Health and Safety policy
- Complying with the school's Health and Safety policy
- Reviewing health and safety arrangements regularly (at least once annually)
- Prioritising any action required on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken

- Promoting high standards of health and safety within the school
- Monitoring health and safety matters within the school
- Seeking specialist advice on health and safety which the school may not feel competent to deal with.

The Headteacher is responsible for:

- Ensuring competent people are appointed to provide advice and guidance on health and safety
- Ensuring arrangements are in place to monitor, audit and review health and safety activities
- Ensuring that a suitable training programme is maintained to address the needs of staff at all levels
- Ensuring health and safety arrangements are carried out in practice.

Health and Safety Co-ordinator:

Health and Safety law requires the appointment of one or more competent persons to help employers comply with legislation. At Yardleys School this role is fulfilled by the Business Manager. This includes acquiring advice from a health and safety professional body, currently this support is provided by Elite Safety in Education.

The Health and Safety Co-ordinator is responsible for:

- Acting as the first point of contact on health and safety issues
- Liaising with the school's partners over relevant health and safety arrangements, in particular BSPL and Galliford Try FM, as well as the catering contractors – currently *Abm Catering*
- Ensuring statutory monitoring and testing is carried out by PFI provider or by the school as required under the relevant legislation or regulation.
- Maintain health and safety records, develop policies and procedures to ensure that consistent and effective health and safety practices exist across the school
- Liaising with the school's advisors on any changes to health and safety legislation and best practice
- Undertaking specialist risk assessments as required and ensuring the identified and appropriate control measures are in place
- Reviewing reports of accidents and compile statistics to identify trends, making recommendations and referrals as necessary
- Ensuring that emergency drills are carried out regularly and monitored for effectiveness
- Arranging for the professional advisors to carry out annual fire risk assessments

Subject Leaders/Line managers are responsible for:

- Ensuring that within their particular area policies, procedures and safe systems of work are implemented on a daily basis
- Promoting a positive and proactive approach to health and safety
- Develop, implement and review safe working practices, including written risk assessments as required
- Ensuring that all accidents and incidents, including near misses are investigated and reported and any necessary remedial action is taken

All staff are responsible for:

Whilst it is acknowledged that the ultimate responsibility for health and safety matters rests with the Headteacher and governing body, all staff within the school have a clear responsibility to ensure effective delivery of this policy, this includes:

- taking reasonable care of the health and safety of themselves, fellow employees and others who may be affected by their acts or omissions
- Complying with the school's health and safety policy and any additional department health and safety policies.
- co-operating with managers on health and safety matters
- not interfering with anything provided to safeguard their health and safety
- reporting all health and safety concerns, including defects, accidents, incidents and near misses to an appropriate person (as detailed in this policy)
- undertaking any required training and only using tools, machinery, vehicles or equipment for which they have received training
- taking all suitable safety precautions and carrying out work in accordance with information and training they have received (written or verbal)
- following laid down emergency procedures and being aware of the position of fire alarms, first aid equipment and procedures
- being safely and sensibly dressed for their working conditions.

Students - Students are expected to behave in a manner that reflects the school's ethos and charter, in particular pupils are expected to:

- Take reasonable care for their own health and safety in school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Visitors and school contractors - Visitors, contractors and other users of the school are required to observe the safety rules of the school. Visitors will be informed of any health and safety matters which may affect them during their visit.

SECTION 2 - THE MANAGEMENT OF HEALTH AND SAFETY

There is a four-stage framework to support the management of health and safety in school, this follows the **Plan, Do, Check, Act approach**, with actions for each stage.

- **PLAN –**
 - **Leadership**
 - **Whole school and departmental policies**
 - **Implementation and communication of policies**
 - **Leadership commitment and engagement from governing body, headteacher and senior leadership**
 - **Planning**
 - **Critical incident planning**
 - **Incident response and recovery**

- **DO –**
 - **Health and safety arrangements**
 - **Whole school arrangements**
 - **Departmental and local arrangements**
 - **Risk assessment and control measures**
 - **Risk assessment register**
 - **Carrying out and monitoring risk assessments**
 - **Implementation and monitoring of control measures**
 - **Training and competence**
 - **Statutory training and updates**
 - **Department and additional specific local training**
 - **Identifying competence and areas of development**
 - **Communication**
 - **Whole school communication**
 - **Local and departmental communication**
- **CHECK –**
 - **Monitoring**
 - **External audit and inspection**
 - **Internal audit**
 - **Statutory checks and inspection**
 - **Accidents and monitoring**
 - **Accident, incident and first aid arrangements and procedures**
 - **Compliance with arrangements and procedures**
 - **Accident and incident investigation**
- **ACT –**
 - **Action planning**
 - **Self-assessment and measuring performance**
 - **Lessons learned**

SECTION 3 – ARRANGEMENTS AND SPECIAL AREAS FOR CONSIDERATION HEALTH AND SAFETY

Additional departmental policies are available for Art, Design Technology, PE and Science

Covid-19

The School will follow government guidelines on Covid-19 at all times. The school will review and update its Covid-19 risk assessment in line with government guidance and as the circumstances in the school change.

a) Duty Supervision

- Before the start of school staff will be on duty (see morning duty rota)
- At break times members of staff will be on duty (see break duty rota)
- Lunch time supervision is managed by SLT and Heads of Year (see lunch duty rota)

- At the end of the School day members of staff will be on gate duty

b) Areas of Special Risk

The School will follow any guidance issued by relevant official bodies in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own department policies:

- Art
- Design Technology
- Science
- PE
- ICT (where electrical risks are relatively high)
- Performing Arts

Heads of department, teaching staff and technicians are encouraged to refer to additional technical and advisory groups such as CLEAPSS, DATA and AFPE for additional support and guidance.

c) Critical incidents

The critical incident file is kept in the Business Manager's office.

d) Pupil illness

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma, allergies etc. This record will be kept centrally on SIMS. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

e) Pupil medication

We would ask parents to request that their doctor, wherever possible, prescribes medication which can be taken outside the school day. However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down below:

Children with Special Medical Needs

Should we be asked to admit a child to school with special medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss individual needs. Where appropriate an individual alert card will be developed in partnership with the parents/carers, school nurse and/or Medical Advisors. Any resulting training needs will be met.

On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

Administration & Storage of Medication in School

Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the Lead First Aider. The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label. The form 'School Medication Consent Record' should be completed by the parent/carer. This will be kept by the School Nurse. A record of the administration of each dose will be kept on the 'School Record of Medication' form, which will be signed by the member of staff who administered the medication.

Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.

Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

If medication needs to be replenished this should be done in person by the parent/carer.

The School will administer pain relief (paracetamol) on receipt of verbal consent being obtained from the student's parent/carer on each occasion that paracetamol is to be given to a student.

A record will be kept by the school of the dosage and time of administration and a check will be made on previous doses. Manufacturer's instructions and warnings will be adhered to and students advised as to when it is safe to take another dose of paracetamol should they need it.

Storage and Disposal of Medication

All medication with the exception of emergency medication will be kept in a locked cupboard in the medical room. A regular check will be made of the medication cabinet, and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.

f) External Educational Visits

The Educational Visits Co-ordinators (EVCs) have been appointed and trained. The EVCs (Gemma Webb and Sam O'Donovan) will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed.

g) First Aid Cover

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. A qualified Lead First Aider is employed, along with a team of trained first aiders. The number of certificated first-aiders will always be at least that number required by law (The Health and Safety (First-Aid) Regulations 1981). All such staff will be trained to a basic, minimum level of competence – either Emergency First Aid or First Aid at Work. The list of first aiders is kept in reception and the Business manager's office.

2. Any cuts and abrasions must be dealt with in accordance with BBV (Blood Borne Virus) prevention guidance.
3. A record must be made of all visits to the medical room or a first aider.
4. An accident form will be completed for all accidents to staff, and for more serious accidents to children, in line with school policy. First Aid materials are held in the medical room. First aid stock is monitored and maintained by the lead first aider.
5. Suitable medical treatment room is provided as required under the School Premises Regulations 2012
6. Adequate and appropriate First Aid provision will form part of the arrangements for all out of school activities. Normally, groups will have a qualified First Aider with them (exceptions will be determined by the Business Manager e.g. very short, local visits).

h) Fire/Emergency Evacuation: Please refer to separate Fire and Evacuation procedure.

i) Security: A secure door entry system is in place and all visitors access the site through a dedicated visitor and staff entrance. ID and appropriate DBS details are checked by the receptionist. Staff are on duty on the drive at the beginning and end of the school day. The rear of the school site is secured by locked gates. There is an extensive network of internal and external CCTV on site.

j) Accident Reporting: All accidents, incidents, dangerous occurrences and near misses to students, staff and visitors should be recorded in the first aid log and reported to the Business Manager on an accident report form without delay. All accidents resulting hospital treatment or major injury from specific injuries with absence for more than 7 days are reportable under RIDDOR. These must be reported by the school to the HSE within 15 days. Governors receive termly reports on accidents that have been reported in order monitor and identify any trends.

k) Working at Height: Appropriate training will be provided to staff whose role may require working at height, this includes accessing storage and putting up displays. Ladders and kick stools are provided and routinely inspected, chairs and furniture must not be used. Students are not permitted to use stepladders.

l) Manual Handling: Appropriate training will be provided to staff whose role may involve the lifting and carrying of any loads. Staff should ensure that they are not lifting items unless they have received training and/or equipment in order to do so safely. Manual handling procedures, risk assessment and suitable equipment will be provided and reviewed.

m) Display Screen Users: In accordance with the Display Screen Equipment Regulations 1992 staff who use computers as a significant part of their normal work will be required to carry out an annual DSE self-assessment which will be submitted to the Business Manager for follow up actions as required. DSE users will be entitled to a standard eye test at a maximum value of £25.

n) Control of Substances Hazardous to Health (COSHH): A central COSHH register is located in the Business Manager's office and risk assessments will be carried out for all items identified under the COSHH 2002 regulations. High risk curriculum subjects are responsible for the management of hazardous substances in their department including up to date inventory and model risk assessments as published by the relevant external organisations (CLEAPSS). LEV equipment is tested annually or a maximum of 14 months.

o) Electrical safety: All portable appliances are PAT tested annually and no electrical items are permitted to be brought in from home without prior arrangement and testing. Any faulty or damaged equipment is to be taken out of use and reported to the Business Manager.

p) Insurance: The school has comprehensive insurance including Employers' Liability Insurance and Public Liability insurance.

q) Staff welfare: As part of the School's insurance a confidential 24/7 counselling service is available to staff. This operates on a self-referral basis only and any contact is kept confidential from the school. See also school's Mental Health & Wellbeing policy.

The school follows the Birmingham City Council Managing Staff Sickness policy and at times may choose to refer staff to an occupational health provider for further medical advice.

All staff are offered the opportunity to be included at no cost in the school's discretionary healthcare package with Benenden.

r) Training – All new staff are provided with Health and Safety training as part of the induction programme. All staff receive annual health and safety and fire safety updates at the start of the academic year and are provided with further updates as required.

Staff will receive additional specific health and safety training as required depending on their area of work, tasks being carried out or as identified within a risk assessment.

s) Pregnancy – As soon as the school is made aware of an expectant mother, staff or student, a risk assessment is carried out by the business manager and reviewed during their pregnancy.

t) Minibuses – All minibus drivers at Yardleys are MIDAS trained and aware of the legal and procedural responsibilities. The vehicles are serviced/MOT annually and receive an 8 week safety check. Drivers carry out pre-visual checks before taking students out in the minibus. Additional visual weekly checks are carried out on the minibus. A first aid kit is provided on the minibuses.