



HEALTH AND SAFETY POLICY 2023

Name	Position	Signature	Date
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Richard Webster	Governor representative in Health and Safety		MARCH 23
Phil Robinson	Operations Manager (with delegated responsibility for Health and Safety)		MARCH 23

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Policies referred to in this document.

1. A13a – First Aid Policy (incl. N13c, N13d) (A Files)
2. Minibus Policy (Operations)
3. Off-site Visits Policy (N14d)

These documents are available to view on office 365 in Policies 2023 folder or on the school website.

Coronavirus. Be aware this policy may alter please read the following documents

On the school website or ask for a copy from the Operations Manager.

Covid re opening policy.

Covid risk assessment policy

Gateways operates a No Smoking policy everywhere on the school site.



1. SCHOOL POLICY STATEMENT

This and any appended or attached Policies are applicable to all pupils in the school including those in the EYFS (Early Years Foundation Stage) and those attending out of school care.

- The school Governors recognise and accept their responsibility as employers for providing as far as is possible a safe and healthy place of work for their employees.
- The school Governors will take all such steps as are practical to meet this responsibility, paying attention to: -
 - The provision and maintenance of the buildings, equipment and systems of work
 - Arrangements for the safe use, handling, storage and transport of articles, substances and equipment.
 - The provision of information, instruction, supervision and where relevant training to enable all employees to recognise hazards and contribute positively to the Health and Safety of work of both them and others.
 - The provision and means of access to a safe place of work.
 - The maintenance of work in a safe condition.
 - The provision of a healthy working environment
 - The provision of welfare facilities at work
- Details of the responsibility under the safety policy and the organisation for carrying them out are given in this document.
- Without detracting from the primary responsibility of teachers, pupils, visitors and support staff for ensuring safe conditions at work, the school Governors will provide competent technical advice on Health and Safety matters where this is necessary to assist those responsible.
- No safety policy is likely to be successful unless it actively involves employees themselves. In this connection the school Governors remind all employees of their own duties under the Section 7 of the Health and Safety at Work Act 1974, to take care in their work for their own safety and that of others around them, for the safety of the public, and to co-operate with the school Governors to enable them to

carry out their responsibilities.

- A copy of this statement is available to all employees (Under office 365 shared files or from the Operation Manager) it will be reviewed, added to or modified from time to time. Supplementary statements will be issued in appropriate cases relating to the work of staff

1.1 RESPONSIBILITY FOR HEALTH AND SAFETY

The overall and final responsibility for the promotion of Health and Safety within the school and ensuring compliance with the school's policy statement rests with the Headmistress.

The following organisational responsibilities apply:

- Heads of Department of the school will ensure full compliance with the Health and Safety policy within their areas of responsibility.
- The Operations Manager, with designated responsibility for Health and Safety, will be accountable for the development, implementation and maintenance of the Health and Safety Policy and its associated procedures and will ensure that these are reviewed on a regular basis, and updated as appropriate.
- Heads of Department will ensure that all the staff are fully informed of all changes to the policy and that the requirements of the policy are fully understood by all, and where necessary provide appropriate instruction and training.
- Heads of Department are responsible for the correct operation of the Health and Safety Policy within their area of control, by ensuring that all their members are fully instructed and trained on Health and Safety matters.

It is the continued duty of all staff to identify all risks to the children and pupils they supervise and care for. This includes the development, implementation and regular review of appropriate risk assessments and control measures required to eliminate or reduce the identified risks.

All staff must have a basic awareness and understanding of risk assessments and control measures. They should be able to actions to

eliminate or reduce risk, or where time allows with pre-planning seek appropriate advice through their line manager or the Health and Safety officer to ensure any risk is assessed and dealt with.

Further information can be found on risk assessments Reporting of Injuries, Diseases and Dangerous Occurrences Regulations / RIDDOR Emergency procedures etc office 365 shared files.

Information on personal safety concerning Manual Handling, Working at Heights and Workstation Guidance and Advice (VDU's), can be found within the staff induction booklet under office 365 shared files or in the staff room.

Heads of Department are responsible for:

- The operation of the school's Health and Safety Policy and associated procedures in the areas directly under their supervision.
- Ensuring that all staff under their control are fully aware of the rules and procedures designed to ensure a safe working environment, and obligations imposed upon them to comply with these requirements.
- Ensuring that all staff under their control are fully trained on all matters of Health and Safety associated with their work.
- Ensuring all compulsory protective clothing and equipment is available, issued and used wherever deemed necessary for activities throughout the school.
- Ensuring the promotion of safe working practices always.
- Taking prompt corrective action in the event of unsafe incidents acts or conditions occurring.

The Headmistress and Operations Manager in addition to his/her responsibilities will ensure that all statutory examinations of equipment are carried out, and appropriate reports and certificates maintained.

The Health and Safety Officer will be responsible for ensuring that contractors working within the school site are made aware of the school's Health and Safety procedures and practices.

All members of staff within the school have a responsibility to work in a

safe and responsible manner, take reasonable care of themselves, others at school and property provided to them by the school, comply with the school's Health and Safety policy and procedures, and cooperate with the subject leaders in achieving a safe and healthy environment.

When a member of staff notices a Health and Safety problem, which they are not able to rectify, they must inform their line manager (who will inform the Safety Officer) or report the problem directly to the Safety Officer.

All staff should be aware of the information contained within the Health and Safety at Work Act 1974 (with an update in 2015).

1.2 THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee comprises the following delegates.

- Governor - Richard Webster
- Headmistress – Dr Tracy Johnson
- Safety Officer – Philip Robinson
- Catering – Wayne Pittaway
- Diane White – Nurse
- Helen Wallis – Prep
- Laura Braithwaite – PE
- Kim Ashurst – Science
- Karen Titman - IT

The committee meets at least once every term, their aim is the improvement of the health, Safety and welfare of all the pupils and staff and visitors of Gateways School.

The Committee monitors the overall effectiveness of the health and safety policy, procedures and training.

The Committee may:

- Offer assurance to the Governors and any inspectorate that Health and Safety risks are being appropriately controlled and managed,
- Promote co-operation amongst all pupils and staff in instigating, developing and monitoring activities to ensure the health, safety and welfare of all who may be affected by the school's activities,

- Periodically review and report on accident and dangerous occurrence statistics, sickness and absence statistics,
- Make recommendations on systems and processes needing to be established to enable adequate Health and Safety monitoring and risk reduction where appropriate,
- Assist in the development and review of safety policies, rules and safe systems of work and training in Health and Safety matters,
- Identify the Health and Safety aspects of proposed changes to the workplace and the implementation of new Health and Safety Laws and regulations,
- Review and act on, where appropriate, information from Safety Inspectors and other sources,
- Ensure a variety of communication channels are used effectively for disseminating Health and Safety information.
- Ensure that all visiting contractors are adopting safe systems of work and have in force their own rigorous risk assessment for their work activities and public liability insurance collected before work begins.

The Committee may make recommendations as to corrective action, training or processes and procedures needing to be established arising out of the activities above.

A report from the Health & Safety Committee will be submitted to the Governors at the end of each term or where appropriate to the next Board meeting.

Health and Safety Noticeboard

This is displayed in the school staff room. A Health and Safety "Information for Employees" poster is displayed in the Staff Room. A certificate of employer's liability insurance is also displayed and on View in Reception.

2. HEALTH POLICY AND HEALTH PROCEDURES

This section must be read in conjunction with A13a - First Aid Policy 2023

The Health and First Aid Policy covers:

- a) First Aid room procedure
- b) First Aid Boxes
- c) First Aiders
- d) Managing pupils with special medical needs / medicines in school
- e) Fitness to work, care for and supervise children:
 - All staff must understand the importance of being physically and mentally fit to work with, care for and supervise children, also non-teaching staff must likewise be able to perform their duties in a sober un-intoxicated manner, free from substances; either alcoholic or narcotic which would cause risk to those we care for and work with.
 - Staff therefore must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
 - If staff are taking medication which may affect their ability to care for children, then medical advice should be sought. It is advisable to consult with your line manager or senior staff member if you find yourself in this position. This is to give you support and advice and to avoid any disciplinary or misconduct issues.
 - Gateways Educational Trust will ensure that those staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
 - Staff medication on the premises must be securely stored, and out of reach of children, always.
 - The school has a lockdown procedure in place which locks all the doors in the event of an external threat which is reviewed annually.

3. SCHOOL TRIPS / SAFETY IN COACHES AND MINIBUSES

3.1 Safety in coaches and minibuses

This section should be read in conjunction with the Minibus Policy document.

There is concern for the safety of children travelling in coaches. The measures that the school has adopted are: -

- Operators are vetted by the Finance Department to ensure that they comply with the statutory compliance.
- Coaches and minibuses operated by Gateways school must have forward facing seats.
- Safety checks and MOT and servicing done as per schedules on school leased buses.
- Coaches and minibuses must not be overloaded.
- Standing is not allowed, nor can three pupils share a seat that is designed for two.
- All coaches and minibuses ordered must be fitted with seat belts and it is the responsibility of the coach driver, to instruct their use to the pupils.
- All coaches are booked through the Finance department.
- Gateways School minibuses conforms to all the above criteria.

Guidance on the Law concerning the Driving of Minibuses

Mini-Bus definition

"Minibus" - a motor vehicle which is constructed or adapted to carry more than 8 but not more than 16 seated passengers in addition to the driver - 750kg Max Authorised Mass"

Only those persons who have successfully completed the schools driving assessment may drive the school Minibuses.

Please refer to Minibus Policy document.

4. EDUCATIONAL VISITS

School visits can be a valuable part of a child's education. For some purposes they are essential. They have a social as well as an academic advantage and teachers will always be observant to ensure that no child is failing to derive benefit or has become socially isolated or is behaving in an unacceptable manner.

Please refer to the Off-Site Visits Policy (N14d).

5. PERFORMING ARTS CENTRE FOR SCHOOL/PUBLIC

5.1 PERFORMANCES

The whole school and the public use the Performing Arts Centre as a venue for school activities and public performances the numbers as laid down by the fire officers for public performances for 300 people. All required licences to use PAC (Performing Arts Centre) as a public performance venue can be found via Operations Manager.

SCHOOL SECURITY

- School staff must be aware of strangers.
- The School Grounds and Buildings
- Corps Security are our designated security company.
- The school has 24-hour CCTV which can be accessed remotely by authorised individuals.
- At 7.30 am a member of the school maintenance team arrives on site.
- Trespass signs are displayed.
- "Beware children crossing" signs are displayed.
- The main school entrance into the car park is locked at the end of the school day or the end of an evening function. The padlock security code is changed regularly.
- The Post Office/Kitchen entrance gate is electronically operated on an intercom system operated from the central office.

- The Post Office/Kitchen pedestrian access gate is operated via a key coded security system. The staff and pupils are told the correct number which is changed regularly.
- The A61 entrance is always locked. It is only to be used as access for the fire brigade, if necessary.
- External doors are fitted with electronic access control system. Staff and students are issued a key card with the correct level of access rights. These access rights are set by the IT Manager/Operations Manager and reviewed accordingly.
- All buildings have a security system operating. All the alarms are monitored, and the responses are from both the Police and COPRS Security.
- The grounds have adequate lighting timed to go on at 8pm and off at 6am except when there are evening functions or events on these occasions lighting can be manually controlled if needed or when daylight hours change. These times are controlled by the Leeds Planning Authorities.
- Buildings have exterior lighting, which use light sensors to be on in the hours of darkness.

5.2 School Deliveries

Any deliveries must be through the Post Office entrance (Deliveries between 11.30-14.30 are to be walked in only through post office entrance) or drivers must park in the school car park. In any event drivers must report to the main school office.

5.3 Visitors

- All visitors must report to Reception where they should sign in and receive a visitor's badge.
- Visitors will receive a lanyard with their visitor's badge –
 - Red 'Visitor' - always needs to be accompanied.
 - Orange 'Visitor' - has appropriate Disclosure and Barring Service (DBS) checks in place to be unaccompanied.
 - Orange 'Contractor' - an approved contractor who has appropriate DBS checks in place to be unaccompanied.

- The term 'visitor' applies to all for whom Gateways School is not a regular place of work, even if they visit on several occasions. Visitors will not have completed the safer recruitment checks and Safeguarding induction training and so must be always escorted. Please refer to policy and procedures in office 365 share point and on the school's website.
- Visitors must sign in/out at Reception and return their visitor's badge before leaving the site.
- As a courtesy, please inform members of staff, where possible of visitors to the school.
- Any unusual persons walking around the school building, without a visitor's badge must be reported to Reception. The pupils must report anyone unusual to the first member of staff they see and must not challenge the person.
- 6th Form visitors at lunchtime must sign in and vacate the school premises by 1.45pm.

5.4 Signing In/Out Books

- These are in Reception and MUST be used by Staff and six form alike if they leave the school premises. Sixth formers could sign at the old Vicarage depending on area of school they are in.
- Staff or pupils who leave the school premises during the day, or do not sign in, when necessary are responsible for their own safety.
- The school is not responsible for a pupil's safety if they leave the school premises during the school day of 8.50am to 4.00pm. The only exception to this is an organised visit where parents will have had written notification.
- If pupils arrive late to school, they must report to Reception and sign in.
- Dental appointment/Doctors' visits/ pupil's absence- emailed by parents or signed out via reception.

5.5 Classroom Security

- Rooms where adult supervision is required are locked. Small items of value are stored in cupboards and locked.
- Pupils are asked to look after their personal belongings and place them in the lockers provided.
- Inventories of computer hardware are held by the ICT Department.
- Items of value are kept in the main school office under the direction of the Operations Manager. If staff wish to borrow items to take off the school premises, a signing out book is available.
- At 4.00pm staff are asked to close all windows, close any curtains/blinds, and lock appropriate doors.

5.6 Movement around the school

- Pupils are asked to keep left in corridors.
- Pupils are always asked to walk.
- Good manners are a vital part of Gateways School and pupils should respect adults in school and allow them to pass.
- Pupils are asked not to carry large bags, but to only carry what is required for their immediate lessons. Lockers are provided.
- Shoes are of a school regulation style and therefore heels are low. (The 6th form has a revised uniform guide.)

5.7 General information

All members of staff and pupils are responsible for their own belongings. Areas are available within school to store personal belongings. Any items, which may be of value, may be locked in the school safe if necessary. Members of staff are advised to lock doors where the contents of the room require adult supervision. Any small items must be locked away out of sight. Staff and pupils are advised not to bring large sums of money into school or carry valuable items.

5.8 Car parking arrangements

A one-way system operates for ALL traffic entering and leaving the school premises.

- The maximum speed limit is 5mph.
- As shown in the Car Park, disabled spaces are allocated.
- Specific areas are for waiting, and if the vehicle is to be left unattended it must be parked in a designated parking bay.
- To ensure a continuous flow of traffic bollards must be placed to prevent anyone causing an obstruction.
- Lists of Staff vehicles/numbers are available from the school office.
- Staff cars are covered for occasional use to carry passengers/pupils with the written consent of the parent and with SLT permission.

6th Form Cars

- When qualified, 6th Formers may drive to school in their own cars.
- Written permission is required from parents. Forms are available from Reception.
- Notification is also required if a passenger(s) is/are to be carried in the car.
- The designated parking areas must be used.

5.9 Dismissal from school

- Pupils have areas to wait and the member of staff on duty should ensure good behaviour.
- Preparatory School dismissal procedure. See Preparatory School Handbook.

6. FIRE DRILL AND PROCEDURES FOR EVACUATING THE BUILDINGS

6.1 Fire Drill Evacuation Procedure

This section gives advice on the safe evacuation of the school when the fire alarm has been sounded, with guidance to those with added responsibility for ensuring the accountability of all evacuated.

- Check evacuations notices in the room you are in and follow instructions. Vacate building by appropriate exit, in single file and in silence. Do not run. Do not stop to collect belongings. Last person to close door behind them.
- Fire Packs containing the registration groups and staff lists are located at Reception and the Gatehouse Nursery.
- Fire Packs will be taken to the assembly point by the Nurse/Office Staff, or if this area is affected, collected from the Gatehouse Nursery.
- If your escape route is blocked, maintain silence, listen to instructions. Leave by the nearest alternative route.
- Any pupil, visitor, or member of staff with a disability should be assisted by an adult during evacuation. Care will be taken when timetabling the pupils to restrict lessons, where possible, to the ground floor. Wheelchairs should always be left in an accessible location. Each individual situation will be looked at when necessary.
- Individual evacuation plans are developed for any member of the school with restricted mobility or other impairments which might affect their ability to evacuate the school buildings as per the general evacuation plan.
- Assemble on the field, Preparatory School nearest the Gatehouse, Sixth Form towards the far side of the field. Line up in forms, maintaining silence.

- Due to the new sixth form building, and school fire alarm not being linked Matron will be informed by the heads PA, or the Operations manager if the fire alarm is activated in the main school by walkie-talkie. The Matron will take the sixth formers signing in/out book with them.
- **6.2 Accounting for all present**
- Nurse/Office Staff to evacuate the Sick Room when the alarm sounds.
- On hearing the fire alarm fire marshals should report to their designated area as listed on the fire register.
- Librarian/IT to guard the rear gate next to the main kitchen.
- Gardener to guard the main gate and prevent further access.
- Learning Support Staff to check Listening Room and Learning Support Rooms.
- On hearing the Fire Alarm, the Nurse/Office Staff will take the Fire Packs to the Fire Assembly Point. At the assembly point they will hand out Form Registration Lists and Staff Registration Lists to relevant Staff & Fire Marshalls responsible for taking roll call.
- Once complete, those responsible for roll call of Forms/Staff should report to their nominated Fire Marshall/Deputy Head, advising if all pupils/staff are present or of any absences/concerns.
- The Deputy Head will then inform the Head that everyone is accounted for, or not.
- Fire Marshalls are to ensure their Fire Pack is completed after the evacuation, both for drills and in the event of a fire.
- Completed Fire Packs are to be returned to Office Staff who will liaise with the Operations Manager for evaluation and debriefing.
- Fire evacuation drills will be carried out on a termly basis to ensure that all staff and pupils are aware of the procedure.
- Any problems highlighted will be rectified by the Health and Safety Officer.

Fire Drills are held once per term and fall into 3 types -

- All staff and pupils are aware of the time and the relevant information is given.
- Staff only are made aware of the time.
- Headmistress and Safety Officer are aware.

Fire Sounders are checked, by a member of the school staff or approved contractor, weekly but may vary depend on school demands.

Equipment is checked to be in place, by a member of school staff, monthly.

Fire equipment is serviced, by an external agency, annually.

The Fire Risk Assessment is conducted by an external agency once a year and is internally reviewed on an annual basis by the Operations Manager and the Headmistress.

7. ELECTRICAL EQUIPMENT / MACHINERY

This section takes account of the Electricity at Work Regulations 1989.

Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and British Standard 7671: 202 “Requirements for Electrical Installations” (18th IEE Wiring Regulations). Regulations 4 to 16 are relevant to the school’s activities:

- All electrical systems are constructed and maintained to prevent danger.
- All work activities are carried out so as not to give rise to danger.
- No electrical equipment is used where its strength and capability may be exceeded so as gives rise to danger.
- All electrical equipment placed in an adverse or hazardous environment is suitable for the conditions.
- Permanent safeguards or suitable positioning is of paramount importance.
- All equipment is earthed, or other suitable precautions are taken.
- Nothing is placed in an unearthed circuit conductor, which may, without suitable precautions give rise to danger by breaking the electrical continuity.
- All the joints and connecting systems are mechanically suitable for use.
- Suitable protective devices are installed in each system to ensure that all parts of the systems are safe guarded from the effects of faults. Suitable cut-off switches are installed for cutting off the electric supply to any electrical equipment.
- Signed isolation switches are provided in technology rooms, kitchens, and similar areas.
- Precautions are made to prevent electrical equipment, which has been made dead from becoming live whilst any work is being carried out.
- No work is carried out on live electrical equipment unless properly justified.

- Precautions are taken to prevent injury.
- Adequate working space is made available to carry out any necessary work.
- No person within school other than the designated electrical engineer or Maintenance Department engages in any electrical work.

7.1 Maintenance of Electrical equipment

- Only contractors registered with the National Inspection Council of Electrical Installations are used for additional alterations or tests.
- Fixed electrical installations are inspected and tested on a regular basis.
- A five-year cycle is used.
- Records are kept of the results.
- Portable electrical equipment is maintained as far as reasonably practicable.
- This is tested on an annual basis.
- Records are kept of the results.
- Visual inspections of plugs and cables, after the initial inspection, are carried out at yearly intervals.

7.2 School Machinery

- Departments maintain an up-to-date inventory of machines. These are found within each departmental handbook.
- Risk assessments are completed for each classroom.
- A visual inspection on schools' machinery is undertaken before and after use.
- Machinery prescribed as dangerous machines (as found in the kitchen) have designated employees trained to use them.

- Maintenance logs are kept in respect of each piece of machinery.

7.3 Substances Hazardous to Health

Hazardous substances are used in science, art, D/T, maintenance and cleaning work.

- Hazardous substances can be produced by certain activities, for instance dust from woodworking. (Dust fume extraction unit fitted in D/T)
- Radiation. A small amount of radiation materials locked away on site which is managed by qualified School staff and Risk assessment completed by an outside radiation company annually.
- Risk Assessments are written for each.
- Inventories of all hazardous substances are kept in the individual departments.
- All are kept under lock and key.
- Enough training, instruction and information are provided.
- A small amount of flammable liquids will be used in science, art and by the maintenance staff.
- Fire resistant bins/cupboards are located within the school premises and marked "Flammable Liquids".
- All containers and/or cupboards whether empty or full are kept closed and locked.

7.4 Protective equipment

- The specific departments provide protective equipment.
- Adequate storage provision is provided.
- Where appropriate, protective clothing is issued to employees.

7.5 Hazards

It is recognised that there are certain hazards inherent in all working environments. Every effort will be made to ensure that these are kept to a minimum and associated regulations adhered to.

7.6 School buildings and machinery

All equipment and machinery purchased by the school will comply with all statutory safety requirements and will be installed, always maintained and appropriately guarded to ensure safe operation. Authorised personnel who must adhere to safe practice and legal requirements will only operate the equipment and machinery.

7.7 Chemicals

These will be stored and used in accordance with manufacturer's recommendations and guidelines (contained with their appropriate data sheets) and statutory requirements where appropriate.

See Health and Safety Policy – Substances Hazardous to Health

See Technology Safety Policy

See Risk Assessments for the Art Department

7.8 Fire

The school operates a NO SMOKING policy, both the school buildings and grounds, due to the risk of fire and the school's responsibility to promote a responsible attitude to health and physical well-being.

7.9 Other hazards

To ensure the full implementation of the policy, specific arrangements will be made to ensure, as far as possible that every area of activity which can, with reasonable foresight, be expected to be a hazard, will be identified and the necessary precautions provided and maintained.

8. TRAINING AND INDUCTION

The Health and Safety Officer forwards any information concerning courses to the relevant departments. Any issues concerning Health and Safety are constantly being monitored and amended.

An Induction booklet concerning all aspects of the School Health and Safety Policy is circulated to all new starters. All staff receive annual fire training, three yearly Child Protection training (biannually for Designated Persons) and the school maintains an appropriate ratio and spread of trained First Aiders across its staff.

8.1 Monitoring the policy.

The Health and Safety committee will constantly review the school policy on a regular basis through the recommendation of the Health and Safety Officer.

The Health and Safety Officer will update the policy annually.

Kitchen

The Health and Safety Officer will work closely with the Catering Manager on all kitchen related Health and Safety issues.

The Catering Manager has access to all Gateways School policies including Holroyd howe Health and Safety procedures. Records are kept.

Contractors.

All the contractors employed by the school must adhere to the school policy as well as Safety procedures relevant to their field of work. All contractors are employed through recommendations made to the Operations Manager. Contractors do not need to be subject to a DBS check unless they work on site on an 'frequent basis deemed by DFE (Department for Education) to be more than 1 day a week over a calendar month. The Operations Manager is responsible for ensuring that any contractor employed by the school can demonstrate that they can do their work in a way that secures Health & Safety. This means that they should have the necessary capabilities and resources, have the right blend of skills, knowledge, training, experience and understand their roles and responsibilities when carrying out their work.

SPRING 2023 PR (Phil Robinson).

Reviewed SPRING 2024