

Health and Safety Policy And Arrangements Beverley High School



November 2025

This policy document is available in a variety of formats in line with the Equality Act 2010. It is available as a hard copy from the School Office, on the Health and Safety board in the staff room and can be found on the school website at www.beverleyhigh.net

Beverley High School

Health & Safety Management Arrangements

Beverley High School recognises the benefits that effective management of health and safety brings to our school and adopts a risk aware, not risk averse, approach. To support this, we will ensure that sufficient time and resource is in place to effectively identify and manage significant hazards associated with our activities.

It is our commitment that to safeguard the health, safety and wellbeing of our staff, pupils, and members of the public and provide a safe and effective learning and working environment, we will:

- Adopt the ERYC Corporate H&S Policy
- Manage our activities to ensure legal compliance with the Health and Safety at Work Act and other associated legislation including the Management of Health and Safety at Work.
- Ensure clear roles and responsibilities for effective management of health, safety and wellbeing are assigned
- Promote a positive culture in relation to health, safety and wellbeing ensuring it is embedded within our values, ethos and service delivery
- Pursue continual improvements to reducing injuries and ill health, protecting the environment and preventing unnecessary losses and liabilities
- Put in place adequate arrangements and reasonable adjustments to provide suitable facilities to meet individual needs in relation to health, safety and wellbeing
- Communicate and consult with staff and, where appropriate, their recognised representatives.

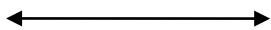
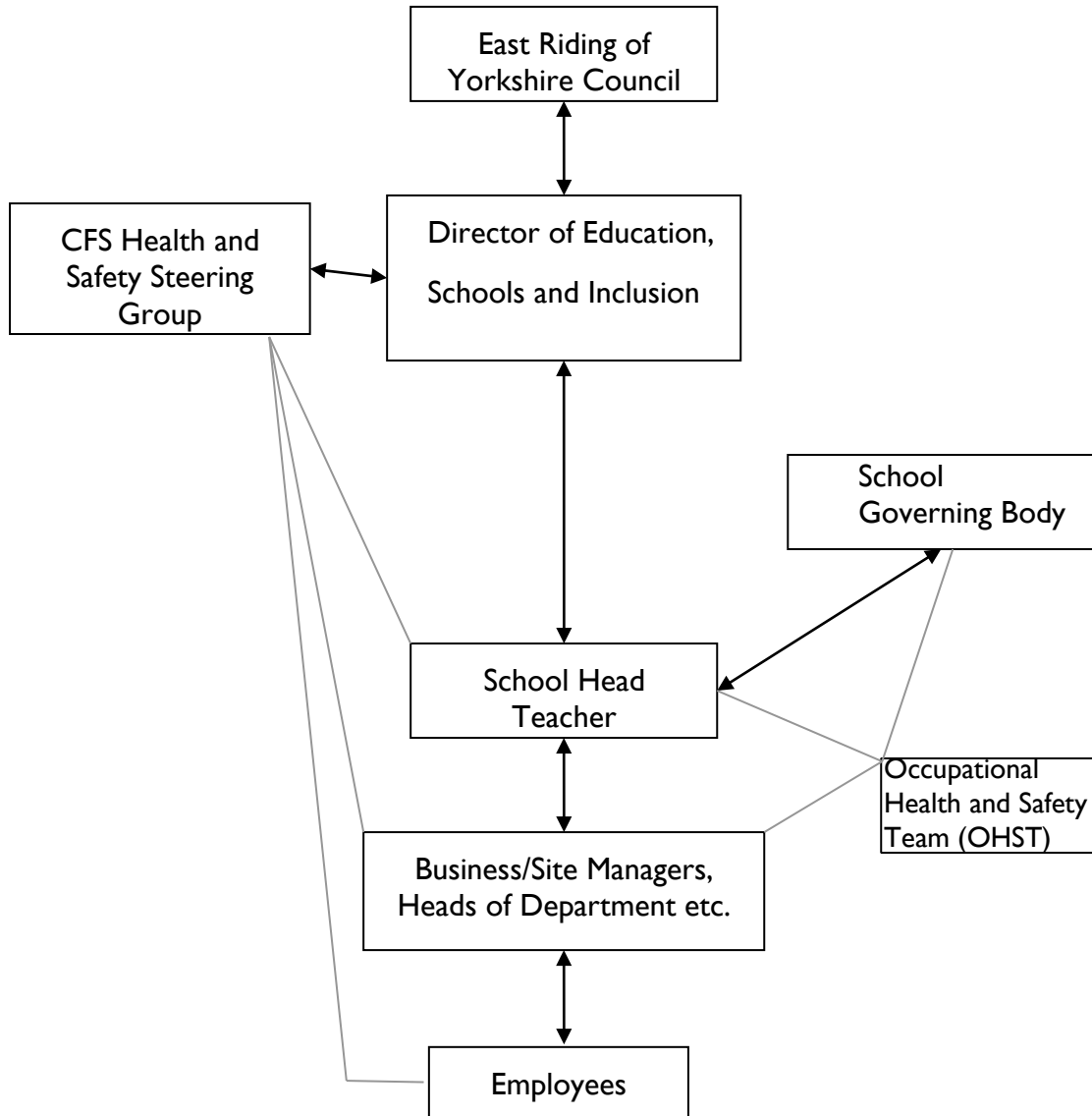
The success of our health and safety management system and positive culture relies on the full involvement and cooperation of all.

With our governing body we will review these arrangements regularly, not less than every two years, and we will bring them to the attention of all staff.

Headteacher: Sharon Japp	[Signature]	[Date]
Chair of Governors: John Dunning	[Signature]	[Date]

Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

Roles and Responsibilities

School Governors

School Governing Bodies are responsible for ensuring schools have in place effective management arrangements for health, safety, and wellbeing.

In Community schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- That the school has identified, documented, and communicated health and safety management arrangements specific to their individual school.
- That hazards and risks are assessed, and that significant hazards and risks are recorded in a risk assessment.
- That the wellbeing of the Headteacher and all members of staff remains a high priority
- That an annual audit of the school's health and safety management system is completed.

Headteachers

Headteachers, accountable to the governing body, are responsible for achieving implementation of the Corporate Health and Safety Policy. To achieve this, Headteachers must:

Ensure that all health and safety matters within the school are effectively managed;

- (a) Produce, monitor, review and report progress on significant health and safety issues to the governing body.
- (b) Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures.
- (c) Ensure all new employees, volunteers, work experience placements or regular visitors to the school receive a suitable and sufficient safety induction and that training needs are identified and fulfilled
- (d) Ensure that the health and wellbeing of all staff remains a high priority and consider individual needs which may require reasonable adjustments to undertake work activities.
- (e) Ensure that suitable and sufficient risk assessments are in place, reviewed and implemented and that safe systems of work and procedures are communicated to all relevant individuals.

- (f) Ensure appropriate equipment, tools and protective equipment is provided, maintained and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment.
- (g) Ensure regular, programmed health and safety inspections take place within their school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary
- (h) Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure.
- (i) Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy.
- (j) Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management.
- (k) Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Beverley High School has reviewed its arrangements and has delegated duties to a number of individuals.

These individuals are responsible, and will be held accountable, for achieving compliance with their delegated duties as stated within this document.

School Business Manager

- Maintain and review a site-specific Health and Safety Management document.
- Oversee the Health and Safety Inspection Control Sheet and devising risk assessments;
- Program an annual audit to be completed by the health and safety governor.
- Completing and recording the safety induction for new starters, ensuring confirmation of receipt and understanding is recorded.
- Coordinate completion of the Display Screen Equipment (DSE) assessments
- Completion of Individual Health Assessments for identified staff, including pregnant workers and new parents, health/medical needs, or aids and adaptations to support the return to work
- Identify Health and Safety training needs and arranging for training to be fulfilled and monitored,
- Coordinate accident reporting and investigation in line with council procedures.

Site Manager

Maintaining a safe site

- Completing and Recording Health and Safety Inspection Control Sheet.
- Participating in and recording the findings of the site health and safety inspections.
- Regular, at least once a term, visual inspecting and monitoring for health and safety related defects and hazards
- Coordinating repairs and other remedial works required and monitoring progress.
- Ensuring that near misses are recorded and any appropriate action remedial work is undertaken.
- Completing and recording a daily, visual safety check within the school;
- Completing and recording statutory fire inspections.
- Securing the school.
- Completing and recording of site management actions in respect of water hygiene.
- Supporting in the completion of risk assessments applicable to their work activities.
- Ensuring hazardous substances are managed in line with product safety data sheets and COSHH assessments where necessary.
- Completing and recording asbestos condition monitoring.
- Ensuring that a copy of the asbestos survey is given to contractors working on the site and arrange appropriate action as necessary to comply with asbestos regulations.
- Monitoring the safe working practices of cleaning staff.

Assistant Site Managers

- To assist the Site Manager in the management of Site Health and Safety having due regard for required daily inspections and reporting of defects/hazards. To lead on this in the absence of the Site Manager

School Department Heads/Curriculum Leads

- Ensuring that curriculum specific risk assessments are completed and shared with relevant staff.
- Providing safe work and study procedures, with appropriate and safe work equipment, work materials and personal protective safety equipment.
- Ensuring that a programme of inspection within their work area(s) is in place, completed and recorded.
- Ensuring that hazardous substances used as part of curriculum and work activities are stored, handled and used safely and that the headteacher is aware of all substances on site.
- Ensuring that the training needs of their departmental staff are identified, fulfilled and monitored.
- Providing and maintaining safe facilities for the use, handling, storage and distribution of school equipment, materials and substances used at the school and that the headteacher is aware of all substances on site.
- as described in their Job Descriptions – ‘..... to be aware of the Health and Safety Regulations operating within their departments and by liaison with the Headteacher, meet the requirements of the school management arrangements, where applicable ...’

The following people have responsibility for ensuring safe working by staff and pupils in the areas specified:

Head of Art

The Art department.

Head of Physical Education

Games pitches, tennis courts, PE facilities, Sports Hall, gymnasium and hall when used for PE. PE department offices.

Head of Science

All science laboratories, science resources offices, stores and preparation rooms.

Ensuring a Radiation Protection Supervisor is appointed, and local rules are in place, monitored and complied with (note applicable to secondary schools only).

Head of Technology

All teaching workshops, workshop machinery and associated offices and stores.

Head of Computing

Computer suites, ICT department offices and stores.

All other staff

To comply with the policy arrangements and with the various safe working practices detailed in their departmental risk assessments and work procedures.

Further information is available as detailed below

- CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory 11th edition, ASE 2006
<http://www.ase.org.uk/> Topics in safety, 3rd Edition ASE 2001
- National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>

Health Care Advisors

- Provide first aid in emergencies and summon emergency services when necessary.
- Ensure the NHS/ERYC Managing Medicines in School guidance and the school's Supporting Pupils in School with Medical conditions are followed.
- Formulate care plans in conjunction with other medical professionals and provide the necessary care and support to enable pupils with special needs (medical) to access education.
- Prepare Personal Emergency Evacuation Plans (PEEP) for pupils who will need assistance with Evacuation.
- Provide advice and support to staff on the appropriate first aid provision for school visits and journeys. Provision of supplies for trips
- Organise mandatory First Aid Training and continuing update and support. Maintain and update staff records of First Aid Certification
- Record accidents and maintain accident book, liaising with staff, pupils, school Health and Safety officer and HSE
- Investigate accidents/incidents and provide reports to Governors, LA and HSE

Employees

Staff are expected to co-operate in achieving a positive culture ensuring health and safety and wellbeing is embedded within our core functions and service delivery.

Staff are reminded that they are responsible for playing their part in looking after their own health and safety and that of others who may be affected by their individual actions.

Staff are expected to:

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following risk assessments and safe systems of work.
- Not to interfere with, or intentionally or recklessly misuse anything provided in the interests of health, safety, or wellbeing, or do anything likely to endanger themselves or others.
- Use work equipment provided for its intended use only, ensuring that damaged faulty equipment is not used and is reported.
- Co-operate with Managers on all matters of health and safety including identifying any training needs.
- Report all accidents and incidents including any unsafe practices or conditions.

Employee Safety Representatives

We work closely with our Trade Unions and their Safety Representatives.

Trade Union Safety Representatives have a right to conduct inspections of work areas provided they have not previously inspected the work area within the last three months.

Reasonable notice must be given to the headteacher in writing prior to the inspection taking place.

In addition, schedules of health and safety inspections will be shared with the Trade Unions, so they have the opportunity to accompany relevant school staff.

Arrangements for the Management of Health & Safety

Policy and Guidance

The following statutory policy and functions are applicable to all East Riding maintained schools through the Occupational Health and Safety Team:

- Provision of statutory health and safety policy documents
- Access to an incident reporting form and a central accident and incident reporting system
- Support with RIDDOR reportable accident and incident investigations (including RIDDOR reporting where necessary)
- Access to a Radiation Protection Officer and link to a Radiation Protection Advisor
- Provision of advice during and after emergency 'critical' incidents

The Local Authority provides statutory Health and Safety Policies, including Corporate Health and Safety Policy, Managing Asbestos Policy and Fire Safety (Corporate Buildings) Policy to maintained schools that are coherent and legally compliant to minimise risk for the school. Schools are recommended to adopt these through their governing boards to ensure compliance with statutory duties.

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change or routine review.

The schools own Health and Safety Policy and Arrangements should be shared and read in conjunction with the Corporate ERYC Health and Safety Policy.

Health & Safety Advice

The Management of Health and Safety at Work Regulations require a competent person to be employed to support organisations with the statutory requirements of health and safety legislation.

The Occupational Health and Safety Team at ERYC fulfil the competent person requirements through a team of dedicated and professional Health and Safety Officers who deliver high-quality advice in line with competent and professional standards through a dedicated H&S Service Level Agreement.

This includes access to documents and resources via the [HERE for Schools Health & Safety Resource page](#), in addition to advice and support.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety, and wellbeing,
- Ensure that health and safety is a standing item on all relevant team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations, form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work. It will include:
 - ✦ Emergency procedures
 - ✦ First aid arrangements
 - ✦ Accident reporting
 - ✦ Hazard/safety issue reporting
 - ✦ Location of policy, guidelines and other relevant documents
 - ✦ Relevant risk assessments and safe systems of work
 - ✦ Smoking restrictions
 - ✦ A tour of the premises/site
 - ✦ Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in-house team discussions.

Records of competencies, skills and training will be kept for management and monitoring purposes, including the record of induction.

Employees are expected to attend training courses and refresher training as requested.

Audits

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to provide compliance assurance and identify any areas for improvement. An action plan will then be prepared by the headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the governing body.

Inspections

To ensure the school premises, equipment, and systems remain safe and compliant, a structured programme of inspections and maintenance will be implemented. This includes statutory inspections, routine checks, and responsive monitoring based on risk assessments and operational needs.

All inspection outcomes must be recorded, and any defects or hazards must be addressed promptly with remedial action tracked and monitored.

Staff are expected to report hazards or defects immediately to support timely resolution and trend analysis.

The table below gives an overview of inspection requirements and frequencies.

A school specific site management plan is in place and monitored by the School Business Manager

Inspection Type	Frequency	Details
Daily site and workspace visual safety check	Daily	Completed as part of opening up procedures by the school caretaker/site management team. Classrooms and other workspaces should be visually checked by relevant staff who occupy or use the space eg teaching staff inspect their classrooms
Daily work/teaching space safety check	Daily	Completed as part of opening up procedures
General site health and safety inspection	Termly	Recorded and monitored for trends, shared with governing body
Fire Safety Checks (statutory)	Weekly/Monthly	In accordance with ERYC Fire Safety Policy
Asbestos Condition Monitoring (statutory)	At least annually	In accordance with the schools Asbestos Management Plan
Water Hygiene (Legionella) Checks	Weekly/Monthly	In line with the schools water hygiene risk assessment
Equipment – specific statutory and industry standards	In accordance with legislative requirements	For example lifting equipment, PE equipment, outdoor play equipment
Curriculum Department Inspections	As per industry guidance, minimum termly	Science, D&T, PE are considered high risk
Annual Health and Safety Governors Assurance Audit	Annual	Action plan developed and monitored through relevant Governing Body committee

Risk Assessments

All school activities will be subject to a risk assessment and, where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Specific assessments will be completed as required, including assessments for new and pregnant workers and new parents as soon as the school have received notification and Display Screen and Workstation Assessments for identified individuals.

It is the responsibility of employees to ensure that their manager is informed of any pre-existing, new or emerging health conditions which could be affected by work activities.

In accordance with the Control of Hazardous Substances Hazardous to Health (COSHH) Regulations the school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with all relevant staff where necessary. All substances will be stored securely and only used by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities.

Educational Visits

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator.
- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent.
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work-related adverse effects from their employment at our school.

Fire and Other Emergency Procedure

The school will ensure that a fire risk assessment is completed at least every 5 years, thereby ensuring that sufficient management arrangements are in place that the risk of fire is managed so far as is reasonably practicable. An annual review will be undertaken by the school to ensure that it remains valid.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits. Details of emergency procedures will be shared by third-parties, such as external nursery/out of school club providers on site, or external lettings.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat in accordance with the Department for Education guidance relating to Protective Security and Preparedness

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Where necessary, Personal Emergency Evacuation Plans (PEEPS) are developed for staff, pupils or visitors if they have need of assistance to escape in an emergency. These will be shared with relevant staff and reviewed at regular intervals and following significant change.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE).

It is essential that the guidance from the Occupational Health and Safety Team is followed in a timely manner so that accidents, particularly those which resulted in (or had the potential to result in) a serious injury or lost time, are recorded, investigated and reported to the HSE where necessary.

All staff are encouraged to report all accidents, incidents of verbal or physical abuse, and near misses promptly so that the school can identify and implement measures to prevent reoccurrence.

Within our school, accidents are reported using the following process:

1. Complete Accident Record
2. Ensure that the Health Care Advisor is made aware of the accident as soon as possible to determine whether or not the council's online incident reporting form is required
3. The accident should be investigated and the findings of any short-term action must be recorded.

The school will ensure that accident trends are monitored on a regular basis.

Administration of Medication

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the statutory Department for Education Guidance 'Supporting Pupils with Medical Conditions at School' for both prescribed and non-prescribed medication.

The school will have in place an Administration of Medications Policy, which outlines the expectations of parents and the school's arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

First Aid

The school will undertake a comprehensive assessment of first aid needs. This assessment will consider the size and layout of the school, the nature of activities undertaken, specific risks identified through risk assessments, and the needs of pupils, staff, and visitors.

To meet these requirements, the school will ensure:

- Adequate provision of trained first aid
- Appropriate levels of training are maintained, including refresher training, and records of certification are monitored by the Health Care Advisors

- Sufficient and accessible first aid equipment and supplies are available throughout the school site, including mobile kits for off-site activities and educational visits.
- A defibrillator (AED) is available on site, and designated staff are trained in its use. The location of the AED will be clearly signposted and known to all staff.
- Emergency first aid arrangements are in place and communicated to all staff, including procedures for summoning assistance and contacting emergency services.
- First aid treatment records are maintained in line with data protection requirements and monitored for trends to inform future risk management.
- The school will ensure that first aid provision is reviewed regularly, including after any significant incident or change in staffing, site layout, or pupil needs.

Health Care Advisors will be appointed to oversee the implementation and monitoring of these arrangements, ensuring compliance and continuous improvement.

Employment of Young or Vulnerable People

Risk assessments are completed, and specific arrangements are put in place where we employ young people under the age of 18 or vulnerable people where additional needs have been identified as requiring reasonable adjustment to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Contractors and Self-Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, welfare facilities etc.) that each party will be exposed to for the duration of an activity must be exchanged. A Managing Contractors on Site (Repair and Maintenance) template is available on the H&S Resource Hub on [HERE for Schools](#), and is recommended to be used.

Contractors must be provided with a site induction, particularly when working during school hours, to include safety and safeguarding requirements and arrangements.

School staff must raise any concerns, however minor, about contractor safe working practices immediately. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all relevant permissions being granted (internal, planning, building control, etc.) before the activity commences.

Such projects must comply with the Construction, Design and Management Regulations which places duties on clients (the school), designers, contractors etc.

The 'Schools Construction Management Self-Help' Form must be submitted to Safety Services if the school has opted to arrange works independently of the council's Infrastructure and Facilities SLA.

Safeguarding and Security

In line with Keeping Children Safe in Education (KCSIE) the school will have in place measures to safeguard young people, vulnerable individuals, and visitors including

- A safeguarding policy.
- Security measures documented as part of a site security risk assessment
- Appropriate supervision arrangements documented as part of risk assessments
- Appropriate recruitment, disclosure and barring checks.
- Visitor signing in and identification arrangements.