



# Health and Safety Policy

Rooted in the community. Branching into the future.

Learning together within a Christian environment.

We believe that children's full potential is best achieved when we all work together.

January 2017 – 2019 (unless reviewed by LA before then)

## Flockton CE (C) First School

### Part 1: Health and Safety Policy

This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1 (2014). It records the school's local organisation and arrangements for implementing the ChYPS Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

*[Insert signature]*

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*Trevor Brooke: Chair of Governors*

*Neil Cappleman: Head Teacher*

*January 2017*

*January 2017*

To be reviewed every two years. This policy will be reviewed in January 2019 unless the LA policy is reviewed beforehand.

## Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	Therefore PPP schools should reflect this in their School Policy.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the occupier of the premises.

Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

### Organisation and Responsibilities for Health and Safety

Duties and responsibilities for health and safety are assigned to Staff and Governors based upon the following suggested roles.

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
Assisters	Have the authority, independence and competence to advise Head Teachers, Governors and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
Employees	Irrespective of their position within the school organisation e.g. VA schools, structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
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School Governors					It is recognised that some governors are LA employees
Head Teacher					
School Leadership Team					
Deputy/Assistant Head Teacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Policy Group					
Health and Safety Adviser					
LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

<b>Policy-makers</b>	
School Governors Head Teacher H&S Committee H&S Advisers School Leadership Team	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

**The Policy makers;**

Will be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy ;  
 Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;  
 Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;  
 Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

### **As Policy Makers the Governing Body (GB);**

Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;  
Must ensure that sufficient competent persons are in place to advise the school on H&S issues;  
Will set H&S targets (with Planners) to improve H&S performance;  
Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

*Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor. The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Head Teachers' behalf (see Assisters below.)*

Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;  
Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;  
The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;  
The GB will inform ChYPS of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

### **Planners**

Head Teacher Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Head Teacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
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### **The Planners will;**

- Be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.)*

### **As part of their management of health and safety.**

- appoint a Premises Manager (see Implementers below);
- identify a member of staff who can act as a Health and Safety Coordinator (see Assisters below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;

- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ChYPS Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual Premises H&S Inspection of the premises is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an Annual Self Audit of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any Internal Health and Safety Audit which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see Assisters) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Head Teacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

### The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the Kirklees Council and ChYPS and those developed within school;
- Demonstrate commitment to the management of health and safety by:
- Setting a good example to others
- Promoting good practice
- Identifying H&S problems and rectifying them if possible
- Challenging poor H&S performance or attitudes
- Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;

- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans);
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. intranet/Newsletters);
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

In addition to the responsibilities above Premises Managers have specific duties laid down in the ChYPS Health and Safety Policy. These are reproduced here;

- To maintain an understanding of ChYPS Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;

- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 01 (IR01) forms are available;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
- To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees Design and Property Services as a result of a maintenance contact visit.

Assisters	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

#### **The Health and Safety Coordinator;**

- Is familiar with the responsibilities laid down in the ChYPS Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by ChYPS to promote H&S at work (e.g. EDNET/intranet/Newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Head of Establishment;
- May collate and produce an annual report on Health and Safety performance including essential KPIs (see Part 4) for Governing Bodies to view as part of their monitoring process.

*Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.*

#### **Employees [including temporary & volunteers]**

Employees – Irrespective of their position within the Councils structure, all staff are employees and therefore all the employee responsibilities within the ChYPS Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the ChYPS Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

#### **Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

**All pupils will:**

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Head Teacher via the Deputy Head Teacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Part 3 Detailed Arrangements and Procedures Flockton CE (C) First School**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and both the Kirklees Council Corporate Health and Safety Policy and the Children and Young People's Service Health and Safety Policy:

### **1. Accident Reporting, Recording & Investigation**

All accidents should be reported to the **head teacher or most senior member of staff in school at the time**. Details should be recorded in the accident sheets located in the office. The head teacher or assistant head will undertake any necessary investigation and the school administrator will complete any required LA documentation **using LACHS**.

### **2. Asbestos**

**Mr. Neil Cappleman (head teacher), Mr. John West (caretaker) and the Resources committee of the governing body have shared responsibility for the PAMP**. This includes the location of manual (office), arrangements to ensure contractors and others such as site supervisors etc. have sight of plan prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking plan. Staff have been given training on the effects of asbestos and how to report damage to asbestos materials and emergency procedures.

### **3. Contractors**

When managing our own projects, school should consider how contractors are selected (e.g. CHAS), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the head teacher. When the project is through the LA school should liaise with **their** Asset Management Officer tel. 01484 225249 or 860 5249 or Kirklees Council's Project Manager in Design and Property Services tel. 01484 226081 or 860 6081.

### **4. Curriculum Safety** [including out of school learning activity/study support]

Written risk assessments should be undertaken by teaching staff for any hazardous activities, including the use of tools, cooking activities, PE, DT and the use of IWBs by the pupils. Generic risk assessments will be available in school for many of these activities.

## 5. Drugs & Medications

Care Plans, Parental requests for medicines to be administered will be copied to the relevant staff and further information will be shared as required. Specific staff hold a paediatric first aid qualification (see table below and updated information by First Aid box outside main office). Medicines are stored in either the staff room fridge or medicines cupboard in the office. The sharps bin is kept under lock and key in the caretaker's room.

## 6. Electrical Equipment [fixed & portable]

All electrical equipment over one year old is checked annually. Staff should not bring their own electrical equipment to school unless it has been checked by the school's electrical checking team. Sockets not in use and within children's reach should have safety plugs in place at all times.

## 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Mr. Neil Cappleman (head teacher), Mr. John West (caretaker) and the Resources committee of the governing body have shared responsibility for undertaking & reviewing fire risk assessment.

Drills for fire evacuation will take place every term at a range of times during the day. Evacuations are timed and feedback given to all staff and children. Fire extinguishers and alarms are checked annually and maintained by LA staff. The caretaker is responsible for weekly testing of the fire alarm and emergency lighting points.

## 8. First Aid

The trained appointed first aid staff are:

Staff	Date trained	Renewal date
Janet Newton	15.01.18	January 2021
Andrea Meichan	17.01.17	January 2020
Andrea Carter	26.05.16	May 2019
Davinder Sangha	15.01.18	January 2021
Michelle Craig	04.04.17	April 2018

First aid boxes are located on the wall outside the main office and near the KS2 entrance. J Newton and A Meichan are responsible for checking & restocking. The most senior member of staff available at the time of an accident will take responsibility for calling an ambulance, informing parents / carers and arranging for the child to be accompanied to hospital if the parent / carer cannot attend in time.

## 9. Gas Safety

Annual checks are arranged and carried out by the LA

## 10. Glass & Glazing

All glass in doors and side panels is to be safety glass. All replacement glass is to be of safety standard. Areas of glazing are assessed during the annual Health and Safety audit and as part of the caretaker's normal maintenance routines.

## 11. Grounds - Safety/Security

There are two footpaths for pupil/parent access to school. Children are not allowed to enter or leave the school building via the main drive unless when being picked up or dropped off by a parent during school hours. Parents are not to use the school drive or staff car park for dropping off / collecting children. The lower entrance to school is padlocked during the school day for security purposes. The playground gate is also locked during break and lunchtimes. The children are reminded to play where they can see and be seen by a member of staff.

The caretaker ensures pathways are clear of snow, ice and fallen leaves.

The lower gate is padlocked and all doors are locked from the outside during the school day. At break time children may gain access by buzzing the top door. Parents collecting or dropping off children during the school day are asked to use the main entrance. Children are not allowed to open the door for visitors. Children arriving or leaving after registration are signed in or out at the office. All visitors to school sign in and wear badges for identification purposes. **All staff and visitors wear identity badges. DBS/Non DBS visitors are identified by lanyard colour (Blue for DBS, Red for non-DBS).**

(see also security procedures document).

## **12. Hazardous Substances (COSHH)**

The **caretaker follows LA guidance** and is trained in COSHH procedures. Cleaning materials are provided by **Kirklees Cleaning Services** and cleaning staff are trained in their safe use. Protective gloves and clothing are provided.

The school has a **PAMP** and asbestos checks are carried out whenever building work takes place.

## **13. Health and Safety Advice**

The school and caretaker take advice from LA Asset Management staff and LA Health and safety advisors with regard to health and safety matters.

## **14. Housekeeping – Storage, cleaning & waste disposal**

Cleaning in the school is of a high standard (Kirklees Cleaning services audit). Cleaning substances and tools are stored in locked cupboards. Classroom, staff room and office bins are emptied daily. Paper waste and milk cartons are recycled; fruit and vegetable waste is composted. External waste bins are emptied daily and brought in every evening. The main bin compound is securely fenced. Used electrical equipment and fluorescent tubes are disposed of in accordance with WEEE regulations. The **caretaker** takes responsibility for these areas of health and safety.

## **15. Handling & Lifting**

Handling and lifting should be done with care. The **caretaker** has been trained in this. If further guidance is required regarding pupils we would contact the LA.

## **16. Jewellery [repeated in school prospectus]**

Jewellery should not be worn as this represents a danger to the wearer and other children.

**Where children have pierced ears only studs will be allowed. These must be removed before taking part in any physical activity.** Looking after their own belongings is a valuable lesson for all children, and for this reason we allow the wearing of watches once parents/carers feel that their children are old enough for this responsibility. These need to be removed for PE. Each class has a special place where these may be kept safely during PE sessions. There is no jewellery restriction for staff but staff are encouraged to remove jewellery before PE and DT lessons and, when possible before participating in any team-teach activity.

## **17. Lettings/shared use of premises**

There are no regular lettings or shared use of the school premises at present. When the school premises are let, the users are made aware of procedures, responsibilities and safety measures. If lettings occur after school or at weekends / holidays, the caretaker or head teacher will be responsible for lighting for paths on an evening and securing the premises after the letting.

At school events, the head teacher, assistant head and / or caretaker take responsibility for health and safety measures. The head teacher carries out risk assessments and follows up on these.

## **18. Lone Working**

All teaching staff hold keys to allow them access to the building at all times. Staff are asked to inform a family member and the head teacher or caretaker if they plan to work in school at weekends or during holidays, and to ensure they have mobile phone contact. See lone worker policy.

## **19. Maintenance / Inspection of Work Equipment (including selection of equipment)**

The school buys into the LA maintenance programme. PE equipment, dining tables etc are inspected annually. The school administration officer arranges annual testing of electrical equipment. The caretaker inspects and maintains furniture and lighting throughout the school.

#### **20. Monitoring the Policy and results**

The Governors Health and Safety Committee are responsible for H&S Audit. Policies are written by the Head Teacher and approved by the Governing Body. The LA conducts an H&S audit.

#### **21. New & Expectant Mothers**

The school follows policy and advice of Kirklees HR. the head teacher takes responsibility for advising such staff members of safe practice, e.g. no heavy lifting.

#### **22. Poster on Health and Safety Law**

The **school administration officer** is responsible for siting the most current poster on Health and safety law and for keeping it up to date. The poster is sited in the main corridor outside the office.

#### **23. Reporting Defects**

Using common sense; to the **caretaker, school administration officer or head teacher**. The caretaker undertakes daily hazard checking as part of his duties.

#### **26. Risk Assessments**

The head teacher takes responsibility for ensuring all risk assessments are completed prior to visits and that special arrangements are made for staff and children who require them.

#### **27. Signs and Signals**

Signage is in place and appropriate

#### **28. School Trips/ Off-Site Activities see also item 31**

School trips are, in the first instance, planned by class teachers. Approval must be sought by the head teacher, who also approves all arrangements and costs. The head teacher is the Educational Visits Coordinator. Letters are sent to obtain parental consent and risk assessments are completed by class teachers before being approved by the head teacher. Emergency arrangements are clearly communicated and agreed before the visit takes place.

For residential visits, EV1 forms are completed for approval by Kirklees Educational visits Officer, Ian Kirby after being signed off by the Head Teacher and the Chair of Governors.

For educational visits involving Foundation Stage pupils, a ratio of one adult for every at least 8 pupils is required. For all other age groups, a ratio of at least one adult for every ten children is required.

First aid supplies are taken on educational visits and emergency procedures are clearly understood by staff in the event of a more serious injury occurring.

#### **29. Occupational Health - Stress and staff Well-being**

The school buys into LA support

#### **30. Smoking**

A non-smoking policy is in place and the school premises, including the grounds, are strictly non-smoking. All staff members are responsible for ensuring the implementation of this policy.

#### **31. Staff Consultation and Communication**

H & S is under the remit of the **Resources Committee**. Meetings are held each term or issues are included in the agenda for full governors meetings. All staff are aware that concerns can be raised as needed. H&S updates are shared with staff through staff meetings and via SharePoint.

#### **32. Supervision [including out of school learning activity/study support]**

Refer to appropriate guidance in policies, risk assessment, teachers' terms and conditions.

#### **33. Training and Development**

All new staff have induction (see induction policy) and there is ongoing information and training

#### **34. Use of VDU's / Display Screens / DSE**

Staff have the opportunity to complete training in the safe use of VDUs via the Kirklees Council Intranet online facility. DSE checks are completed annually as part of staff appraisal for office staff and HT.

#### **35. Vehicles on Site**

Staff cars should be parked in the staff car park or the Carter Trust car park in agreement with church. Parents excepting those with disabilities are regularly informed not to use the school drive and car park. On street parking is available on Pinfold Lane. No parking signage is clearly marked on the school drive. Kitchen deliveries are requested before 8:15 or after 9:00.

#### **36. Violence to Staff**

All staff are aware of the requirement to report all incidents of physical or verbal violence. In the rare event of someone being aggressive towards a member of staff, the head teacher would ask that person to leave the building and arrange another appointment.

#### **37. Welfare**

All welfare requirements are met as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

#### **38. Working at Height**

All staff are aware of working at height restrictions, caretaker trained and steps are available in the store room.

#### **39. Waste Management**

Glass and other sharp objects are disposed of safely. Any hypodermic needles would be put into a sharps bin, which is locked in the caretaker's cupboard. There is a special bin in the caretaker's room for waste containing blood and yellow bags are provided at all first aid points for transporting the waste to that bin.

#### **40. Water Quality/Temperature/Hygiene**

Checks are undertaken monthly by Kirklees Local Authority. The records are kept in the school office.

#### **41. Work Experience**

Arrangements are made in conjunction with the trainer.

## **Part 4 Key Performance Indicators**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required. Indicators would include the Governor Audit and LA inspection.

### **This Policy will be reviewed on a biennial basis.**

It should be read in conjunction with LA policies and guidelines, school policies and risk assessments.

### **Related Policies available in school:**

- Child Protection
- Safeguarding
- Educational Visits
- Fire Drill Procedure
- Behaviour and Anti-Bullying
- Kirklees First Aid Guidance
- Lone Working
- Smoking

### **Related documentation available in school:**

- PAMP
- Emergency Plan
- Fire Risk Management File
- Risk Assessment File
- Electrical Checks File
- School Prospectus
- Water checks file

This policy was drawn up by: Neil Cappleman

Approved, by staff: October 2009

Approved, by Governors: November 2009

Reviewed: October 2011, October 2013, January 2015, January 2017, **January 2018**

**Review Date: January 2019**