

## Southgate School Health and Safety Policy

### Introduction

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team.

The organisation and arrangements which support the H&S Policy (i.e. the day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For academies, free schools and independent schools, the employer is usually the governing body, the proprietor or the academy trust.

### What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 3 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Welfare

The School's Health and Safety Policy should make reference to, and be complemented by, the DCYP Health and Safety Policy which can be found on One Hub – Professional

## Health and Safety Policy Statement

### Southgate School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. 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.
3. 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.
4. 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.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. 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]*

*[Insert signature]*

**Richard Baines, Chair of Governors**

**Paul Evans  
Headteacher**

*[Insert date]*

*[Insert date]*

## 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	<b>Kirklees Council as the Local Authority (LA)</b>	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	<b>The Governing Body Or Academy Trust</b>	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. Where the school directly employs staff, the Governing Body is then responsible for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	This should be explicit in the school policy and they should be classed as contractors.

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.

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

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				

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

Policy-makers	
School Governors Headteacher H&S Committee 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 DCYP 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, 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 of health and safety performance on a regular basis.
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- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
  - Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
  - 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;

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

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP 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 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 Headteacher 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 and recorded;
- 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 and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular **Premises H&S Inspections** are carried out, (this duty may be delegated to other members of school staff) Generic premises inspection checklists are available on One Hub which can be adapted to be made site specific; Additionally it is recommended that an annual self-audit is carried out (This duty may be shared with other staff such as SLT) Self Audit forms are available on One Hub;
- Draw up any Action Plans required from the results of the Premises H&S Inspection 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 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 standing agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan 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.

<b>Implementers</b>	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners)	Ensure that workplace precautions and safe systems of work are developed/ implemented in order to identify hazards and control risks. Ensure all the systems

<b>Teaching Staff [Including supply teachers]</b> <b>Managers</b> <b>Premises Managers</b> <b>Teaching Assistants</b> <b>Learning Support Staff</b> <b>Admin Staff</b> <b>Site Supervisor/Caretaker</b>	<b>are working effectively</b>
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The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP 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 (as appropriate). 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 and recorded;
- 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 and that this is recorded;
- 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, 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 in 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. One Hub and Business Solutions);
- *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. These are produced here;**

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. 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;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. 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;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. 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;
15. 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;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

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

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 DCYP 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 DCYP 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** for Governing Bodies to view as part of their monitoring process.

## **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 DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP 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.

## **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 Headteacher via the Deputy Headteacher (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

### Southgate 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 of the Children and Young People's Service Health and Safety Policy:

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

*All accidents shall be reported to the Headteacher and an incident form (IR/13 form) collected from the office and filled in. The Headteacher or a member of senior leadership will investigate the circumstances. All accidents are submitted to the authority by the LACHS system. See also Southgate employee violent incident reporting, recovery and review process flowchart document and Health & Safety Guidelines for staff document. Both stored electronically on the server in s drive → Health & Safety. Any accidents related to the building or grounds are reported to SPIE and investigated.*

#### 2. Asbestos

*The caretaker and Headteacher have attended PAMP training. The PAMP file is kept in the caretaker's office (SPIE is the facilities management company responsible for maintaining the building and managing all contractors on site). All contractors' undertaking intrusive works are asked to read the file before starting any work and sign to show they have done so. All contractors are asked to sign in at the caretaker's office (and at the main reception, if within school day hours).*

#### 3. Contractors

*SPIE staff carry out weekly maintenance checks on site. When managing own projects, Southgate school considers: 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 identifying the project manager. Staff should report concerns to the Headteacher. When the project is complete, the school will inform SPIE. Southgate School are not responsible for employing contractors or managing capital projects. SPIE and Kirklees Council are responsible for this. The contact at the Council is Kathryn Marshall.*

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

*Teaching staff are required to undertake suitable (written) risk assessments or to use EVOLVE prior to commencing hazardous activities. The school has premises risk assessments. Arrangements for the control of safety in specific subjects such as PE,*

Science and Technology are outlined in specific subject policies. Refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safe Practice in Physical Education and School Sport".

**5. Drugs & Medications**

All medicines should be brought into School and locked in the medicines cupboard in the medical room or stored in the staffroom fridge. Parents sign a consent form for administration. There is a list of pupils on the inside of the medicine cupboard door, for whom we hold medication. Two members of staff are present when medicines are administered and both sign the form to indicate this has been done. Helen Masterson has responsibility over the management of drugs and medications. Helen Masterson is responsible for implementing care plans where required. Copies of the care plans are kept electronically, kept with the pupil's medication in the medical room and kept in the class rooms for specific pupils within the class. All policies are included on the School's website. Helen Masterson creates and maintains a register. Records are kept in the pastoral office along with the main file of care plans.

**6. Electrical Equipment [fixed & portable]**

All electrical equipment is PAT tested on an annual basis organised by SPIE and records are provided. No personal electrical equipment is allowed to be used in school. Faults are reported to the caretaker. Any faulty portable equipment is immediately removed and fixed equipment is taken out of commission. This is organised through SPIE.

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

The Headteacher and SPIE are responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

All procedures and arrangements are stored electronically on the school system. SPIE test and check the full fire systems on a regular basis. Fire officers come to check records and inspect all aspects of our fire safety. SPIE is responsible for this. The Local Fire Authority come once a year to carry out an overall assessment.

**8. First Aid**

**Qualified First Aiders at Work (Level 3):**

Helen Masterson

Dan Parker

Rebekka Bojanowski

Karen Northrop

Michelle Doyle

Delroy Facey

Susan Stead

Christine Wigley

**Paediatric First Aiders (Level 3):**

Kirsty Brook

Michelle Doyle

Rebecca Dyson

Gillian Maginess

Helen Masterson  
Karen Northrop  
Khatija Patel  
Susan Stead  
Christine Wigley  
Kerry Tinker

**Qualified Outdoor First Aiders:**

Susan Norman (Forest School First Aid course)  
Ben Walker (Activity First Aid Level 2)

**See First Aid Coverage in Staff Hand Book for locations of trained staff and notice boards on each floor.**

First aid boxes are located in the medical room, the main office, both hygiene suits (Upper and Lower School), the meeting room and the resources room. Karen Northrop is responsible for checking & restocking. The office staff, First Aiders or a member of SLT summon an ambulance and a member of staff will accompany children to hospital unless a parent is present. There is always at least one First Aider available. Training is renewed annually with requalification after three years. Photographs and the names of the staff are on the medical room door, in the staff room and on display in each corridor.

Helen Masterson (Pastoral Manager) oversees the coordination of training for all first aid and medical needs. For all First Aid training Southgate School uses the company Purple Dog who also keep records of training requirements.

**9. Gas Safety**

SPIE carry out gas inspections on a yearly basis. The gas system has an automatic shut off should the pressure drop. The caretaker, Headteacher, Deputy Headteacher and business manager are aware of where the gas controls are and how to turn them off in the case of an emergency.

**10. Glass & Glazing**

All glass in the building is specified to the correct level. All replacement glass to be of safety standard. SPIE is responsible for maintaining and replacing glass and glazing throughout the building.

**11. Grounds - Safety/Security**

Bus gates are closed from 9:15-15:00. Other gates are operated by padlock or a fob system. Visitors must report to reception, sign in and be given visitors' badges. The main door has electronic entry. Any suspicious persons on the grounds or in the building are challenged. SPIE maintain and check the grounds regularly. They also maintain the outside playground which is subject to regular checks. Risk assessments are in place for rooms inside of school, playgrounds, outside areas and carparks. For any staff that present a greater risk of injury we have personal risk assessments stored electronically on the server on a drive → Health & Safety → Risk assessments → Personal risk assessments.

**12. Hazardous Substances (COSHH)**

The caretaker and cleaners are fully trained in COSHH and RIDDOR. The caretaker maintains records of any chemical substances and ensures they are safely stored. They are kept in a locked room. This is managed by SPIE. Due to the nature of our school Science does not store any chemicals.

**13. Health and Safety Advice**

*Kirklees carry out a full Health and Safety Audit every three years, from which an action plan is drawn up and implemented. Pat McCann is the group safety advisor for Southgate School. Being part of a facilities management school SPIE support on any Health and Safety issues.*

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

*All waste materials are removed from the premises at the end of the day and disposed of in the school skip which is emptied. Cleaning materials are stored in the locked cleaner's cupboards. SPIE employ a team of cleaners who work both morning and afternoons and are responsible for disposing of all waste and keeping areas clean. SPIE manage the weekly removal of all sanitary and hygiene bins on the school premises. SPIE are responsible for clearing pedestrian areas of snow and ice and the school employs an independent contractor to maintain the car parks. Any IT electrical equipment would be disposed of in partnership with Global. We liaise with SPIE in relation to the disposal of any other electrical equipment.*

**15. Handling & Lifting**

*Southgate School adheres to The Manual Handling Operations Regulations 1992. It also complies with National and Kirklees Guidelines relating to Manual Handling. Staff are trained in how to use equipment and are aware of how to manually handle pupils in an appropriate manner. All staff are trained in Team Teach. All tasks, whether lifting, sliding or assisting should be done with the correct equipment, and in an environment (physical and emotional) that reduces the risk to the lowest level that is reasonably practicable and which maintains the dignity of the pupil being assisted. All ETAs have undertaken an online Manual Handling Awareness course. See also the Health & Safety Guidelines for staff document. Kept electronically on the server in s drive → Health & Safety folder.*

**16. Jewellery**

*Pupils: It is advised, the only jewellery that should be worn in school is a pair of small studs in the ears and a watch. The wearing of necklaces and bracelets are discouraged. This is to prevent items becoming damaged or injuries to themselves or others being sustained. [This is repeated on the school website]*

*Staff are advised to consider the type of jewellery worn to prevent sustaining injuries to themselves and others as well as damage to jewellery.*

*Staff are discouraged in wearing expensive designer glasses and to consider the impact of glasses being broken at work. Where staff choose to wear jewellery and other items, it is their own responsibility to ensure that it is safe. See also the Health & Safety Guidelines for staff document. Kept electronically on the server in s drive → Health & Safety folder.*

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

*At the moment the school and SPIE do not let out the premises.*

**18. Lone Working**

*People working alone in school are at greater risk in the event of an accident and their ability to summon aid. People alone should not engage in any high/medium risk activity, i.e. working at height on step ladders. They should ensure someone knows where they are and the time they should expect to be home. Where possible carry a mobile phone to summon assistance in the event of not being able to reach the landline phones. SPIE is responsible for undertaking a full sweep of the building and*

car park as part of their closing procedures. During school holiday periods any staff visiting are required to manually sign in at reception using the SPIE signing in and out book.

- 19. Maintenance / Inspection of Work Equipment (including selection of equipment)**  
*SPIE have a schedule of maintenance that is carried out regularly which cover boilers and heating systems. Fire alarms are tested weekly and records kept in the Fire Log. Fire extinguishers are checked on a 12 monthly basis. All building equipment ie. Lifts, lighting and fire alarms are checked and maintained by Spie.*
  
- 20. Monitoring the Policy and results**  
*A Health and Safety Governor, the caretaker and a Health and Safety SMT representative undertake regular inspections/H&S walks and submit reports to the Governing Body. From this the school develop an action-plan. Reports on the implementation of the action-plan and action-plans from LA inspections are brought to the Governing Body. The Headteacher reviews and signs all incident IR/13 forms and provide support to prevent reoccurrence. All incidents are reported back to the council on LACHS and are logged on a spread sheet for school to monitor.*
  
- 21. New & Expectant Mothers**  
*Risk assessments for new and expectant mothers are carried out by a member of the senior management team with the member of staff/volunteer as soon as the school is made aware of the person's condition, and signed by them and the SMT. The documents are kept on the office secure network → Health & Safety→ Risk assessments→ Personal risk assessments. The situation is kept under constant review and the risk assessment adapted with any further developments in terms of health or risk factors.*
  
- 22. Noise**  
*SPIE would manage any work that would result in noise on site. Noisy work would not be carried out during school hours.*
  
- 23. Personal Protective Equipment (PPE)**  
*Where necessary, on request, staff are provided with PPE e.g. protective armguards and bodyguards to protect from biting etc. Staff report any defects and equipment would be replaced immediately.*
  
- 24. Reporting Defects**  
*Any problems are reported using the form kept in the Business Support Office which the caretaker checks daily. Any major reports are logged on the SPIE help desk in order to arrange for an engineer to visit. This system is also used to monitor any building issues.*  
  
*SPIE would organise for any repair work to be carried out and would manage the arrangements around this.*
  
- 25. Risk Assessments**  
*The Headteacher is responsible for ensuring that risk assessments are in place. Risk assessments for new and expectant mothers (see section 21), and staff with a medical/ health condition (kept on the office secure network → Health & Safety→ Risk assessments→ Personal risk assessments) are carried out by a member of the senior management team with the member of staff/volunteer as soon as the school is made aware of the person's condition, and signed by them and the SMT.*

*Trip risk assessments are written by the teachers/ staff when taking classes/ groups of pupils out on trips. They are signed by all staff going on the trip and then given to a member of SMT to sign. Kept electronically on the server in s drive → Health & Safety → risk assessments → Trips and activities → class folder. See section 28.*

*Pupils who have a Positive Management Plan will have an individual risk assessment written by the class teacher and shared with parents. This is signed by the class teacher and parents and reviewed termly or when deemed necessary (kept electronically on the server in s drive → Pupil information → Class → Pupils → PMPs, Risk assessments).*

**26. Signs and Signals**

*Each class and office has a copy of the fire evacuation and invacuation procedures. All signs and signals are in place and comply with health and safety guidance and LA requirements.*

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

*When organising trips staff should follow the school procedures for trips and visits including:*

- *Complete relevant in-house Risk Assessment and EVOLVE online risk assessments if necessary.*
- *Inform parents and request voluntary contributions if necessary e.g. if not part of the curriculum.*
- *Ensure Risk Assessment and care plans are taken on the trip.*
- *Collect any medication.*
- *Fill in the Outdoor visits and trips form for everyone in the class, showing who will be off-site and who will be remaining in school. Any pupil left in school must have a named person responsible for them.*
- *For all trips collect mobile phone and first aid kit. Ensure the phone is switched on.*

*Additionally for residential trip or trips involving high risk activities e.g. water danger:*

- *Complete online EVOLVE risk assessment for LA and Headteacher approval at least 6 weeks in advance.*
- *Seek permission from parents and, if necessary, send out payment cards to allow for payments by instalments.*
- *Send out Contact / Emergency / Medical / Consent forms for parents to complete.*
- *Phone parents to check for any last minute alterations.*

**28. Occupational Health - Stress and staff Well-being**

*The school works closely with Employee Healthcare and Human Resources to provide support for staff wellbeing. A staff wellbeing survey is now undertaken every two years and outcomes are shared with staff. Actions are undertaken in response, e.g. whole-school training on posture to prevent back and other problems. A CareFirst leaflet is displayed in the staffroom for staff to access confidential advice and support if needed.*

**29. School Transport – e.g. minibuses**

*All drivers have passed a rigorous 3 hour Local Authority minibus test which includes a check of their driving licence. All minibus drivers sign the minibus driving document in relation to any traffic offences and to keep the school informed of any motoring convictions that would affect their licence. Every Monday morning a check of all the minibuses is carried out. The maintenance of minibuses is contracted to a local garage who carry out 6 monthly checks. All drivers check minibuses before any*

journey. Checklists are kept in the minibuses and any defects are reported on return.

**30. Staff Consultation and Communication**

*Health and Safety is discussed in the weekly staff briefing and is made a main agenda in the SLT weekly meeting. H&S Policy and other associated documents are kept electronically on the school server s drive → Health and Safety. The Health and Safety governor reports back to governors at Governors' Meetings. Staff are able to raise H&S concerns within the weekly staff briefing and can also raise issues to SMT when needed. Any H&S issues regarding the building can be logged on the SPIE notification form kept in the office and checked daily by the caretaker. Urgent H&S issues can be reported to the SPIE helpdesk by the school office team.*

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

*Pupils are never to be left unattended during curriculum time. Staff/pupil ratios are never higher than 1:6 and on average are about 1:3. 7 lunchtime supervisors support pupils inside and outside over the lunch period with ETAs from each class. For offsite visits the ratio is never higher than 1:6 and on average 1:3, with many activities requiring 1:2 or even 1:1 according to the level of need, e.g. supervision of pupils with epilepsy in the swimming pool. All staff employed by the school have enhanced DBS clearance and volunteers must have a DBS clearance. Anyone who comes into school as a visitor or a volunteer/ permanent member of staff awaiting DBS clearance must wear a red lanyard and never be left unsupervised.*

**32. Training and Development**

*The school has a formal induction process (see Induction booklet kept electronically on the server in s drive → Safeguarding → Safeguarding file → training → induction) for staff delivered by their line manager which includes H&S arrangements. Minimum health and safety competencies for certain activities, (e.g. risk assessments, emergency procedures) and certain roles (e.g. designated safeguarding leads, health & safety lead, etc) are shared with staff as a part of the induction programme including time with key personnel (e.g. business manager, pastoral manager, head of upper & lower school and the head) to go through key policies and procedures. The induction is signed off by the Headteacher and the employee at the end of the process and recorded on their training record. Induction and training records uploaded onto Integris.*

*Supply staff, temporary staff and volunteers have an information pack (Visitor Handbook) detailing key H&S information, and undergo a Safeguarding induction with a member of the Senior Leadership Team. Visitor Handbook template kept electronically on the server in o drive → School activity → Staff Handbook.*

*Staff receive regular H&S training e.g. yearly Safeguarding training, 3 yearly First Aid training, 3 yearly Team Teach training.*

**33. Display Screen Equipment (DSE)**

*All staff who spend a significant amount of time in front of screens have undertaken an online DSE assessments. This is being rolled out across the school starting with office staff and ETA's and will then include Teaching Staff.*

**34. Vehicles on Site**

*Minimise vehicles allowed onto site, particularly during the start and end of the day. Vehicles are parked in two car parks which are separated from the playgrounds and Main buildings by fencing and gates. Deliveries are either made to the kitchen using the staff car park and doesn't affect the pupils areas or via the main office using the visitors car park. Any staff and visitors parking on the school grounds do so at their*

own risk and are encouraged to park within designated parking bays.

### **35. Violence to Staff**

*The school adheres to the Kirklees Work Related Violence Policy (See Southgate School's Violence at work policy kept electronically on the server in s drive → Health & Safety.) The school takes steps to try to minimise incidents of violence to staff. Risk assessments/Positive Management Plans are carried out for all pupils who display challenging behaviours. Staff are trained in Team Teach. Staff are not left without back-up in a potentially violent situation. Quiet rooms are available to remove risk to a safer and more controlled environment. PPE can be provided upon request when necessary. All learning environments are fitted with panic buttons which alert the Headteacher's, Deputy's, Business Support's and Pastoral's office and the staff room. We also have portable panic alarms that can be taken upon request, from the Business Support office into corridors and outdoor spaces. Following a violent incident, an incident form (IR13). is completed by the line manager of the person/s involved, given to the Headteacher and entered onto the Kirklees Council LACHS system. Please read Health & Safety guidelines for staff and Southgate employee violent incident flow chart process in conjunction with the Health & Safety policy kept electronically on the server in s drive → Health & Safety.*

#### **Planning to Cope with Violence**

- *Calling the Police/emergency measures*

*In cases of severe disturbance, assault or potential violence, we will call the Police. Managers may have to make a judgement whether to close buildings for a time if a serious incident occurs whilst they seek help and advice. They can also ban/suspend troublemakers from using facilities. This should be done in a sensible manner to prevent retaliation.*

- *Support for the victims*

*Providing support for victims of violence is vital and staff are reassured to know that they will receive understanding, sympathetic and sensitive treatment. Such support might include talking about the incident, time off work, legal advice and support on return to work.*

- *Procedure for dealing with physical assaults on employees*

*The manager should see the victim as soon as possible after the incident to make sure the following steps are taken:*

- give the victim first aid treatment and arrange medical attention if she/he has been injured or is in shock;*
- talk through the incident (and take notes) with the employee as soon as possible (obtain any information sensitively without being judgmental);*
- offer time off work following an incident and arrange for the employee to be accompanied if they choose to go home;*
- offer them relief from certain duties if they wish to stay at work;*
- remind the employee that violence counselling is available and notify Trade Union if she/he wishes;*
- submit the Report of Injury to Staff (form IR13) to SMT (within 24 hours);*
- conduct a management review of the incident with all relevant staff;*
- find out whether the Police intend to take action or not;*

- find out whether the victim wishes to take action against the assailant or not and how e.g. Council sanctions or suing in the Civil Courts;
- advise the individual wishing to take civil action of the initial options for advice.

Please read Health & Safety guidelines for staff and Southgate employee violent incident flow chart process in conjunction with the Health & Safety policy kept electronically on the server in s drive → Health & Safety.

**36. Welfare**

Arrangements in place to ensure that welfare facilities at least meet the minimum standards for Temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992. These are monitored by SPIE.

**37. Working at Height**

SPIE staff are trained in ladder use and it is the responsibility of the facilities management company (SPIE) to work at heights. School staff are not permitted to work at heights, anything involving working at height would be requested through SPIE.

**38. Waste Management**

Yellow plastic sealable tubs are used for the storage of sharps. It is the parents/carers of the pupil who is responsible for supplying and disposing of the tubs. The tubs are kept in a locked cupboard in the classroom of the pupils with diabetes. All bodily waste is put into designated bins and removed from the building on a regular basis. The contract is managed through SPIE.

**39. Water Quality/Temperature/Hygiene**

SPIE contract outside providers to check water temperature and drains monthly, clean and descale shower heads and hoses, flush hot water calorifier and disinfect quarterly, carry out inspection of cold water tanks biannually, check internal surfaces and other overall checks when required. This includes Legionella checks. SPIE complete a water risk assessment biannually and flush little used outlets weekly.

**40. Work Experience**

C&K Careers carry out checks, risk assessments and write job descriptions for all work experience placements. All work experience placements require interviews to check suitability. The school is in telephone contact throughout the placement, and undertakes a visit of each placement. Parents sign consent forms and agreements. Students have a Health and Safety induction in every placement.