

Health and Safety Policy



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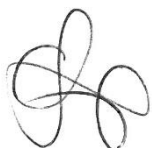
HEADLANDS CE (C) J I & N SCHOOL

Part 1 Health and Safety Policy Statement

Headlands CE J I & N School

1. 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. It records the school's local organisation and arrangements for implementing the ChYPS Policy.
2. 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.
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 representatives 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.

Signature:



Ian Stone - Chair of Governors

Signature:



Peta Cocker - Headteacher

Date: 07.03.18

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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
Headlands CE J I & N School is: Voluntary Controlled (VC)	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.

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

Headteachers 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 Headteachers, 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
School Governors					It is recognised that some governors are LA employees
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Teachers					
School Business Manager (SBM)/ Premises Manager/ H&S Coordinator					
IT Manager					
Caretaker					
Teaching Assistants					
Admin Staff					
LA Officers e.g. ChYPS Staff Occupational Health Staff H&S Advisors Specialist Technical staff HR Adviser					

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

Policy-makers	
School Governors Headteacher	Devise and produce policy on health, safety and welfare at a strategic level.
School Leadership Team Deputy/Assistant Headteacher	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.
School Business/Premises Manager/H&S Coordinator	

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.*
- 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	
Headteacher School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher School Business/Premises Manager/H&S Coordinator IT 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

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 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 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.

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	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Teaching Staff [Including supply teachers] School Business/Premises Manager/H&S Coordinator IT Manager Caretaker Teaching Assistants Admin Staff	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 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 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, break-out areas etc., and off site e.g. school trips.*

School Business/Premises Manager

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

1. 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;
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. 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;
13. 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;
14. 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;
15. 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;
16. 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;
17. 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	
School Business/Premises Manager/H&S Coordinator IT Manager Caretaker Health and Safety Advisors (KMC) Occupational Health Professionals (KMC) Specialist Technical Staff (KMC)	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.

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 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.

Headlands CE J I & N 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

The school will report all accidents and incidents for staff, children and visitors in accordance with the current Kirklees policy and procedures.

All minor accidents should be reported in the incident book that is kept in the school office and more serious incidents should be logged on an Incident Report Form (IR13), the details of which will be logged on LACHS (Local Authority Claims Handling System). An investigation into the circumstances of the incident will then be carried out by a member of the SLT and preventative processes put in place if appropriate.

2. Asbestos

The school acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials.

To this end the school will implement and maintain the schools Premises Asbestos Management Plan (PAMP) which has been devised by Kirklees Council to ensure the school complies with the Control of Asbestos Regulations 2006.

The Responsible Person for the Premise Asbestos Management Plan (PAMP) is Peta Cocker (Headteacher). Day-to-day duty holder responsibilities lie with Steph Walker (SBM) and Derek Holdsworth (Caretaker). The PAMP file is located in the school office.

Asbestos-containing materials identified will be managed to prevent the release of asbestos fibres into the air that can be inhaled by employees and others who may be present at school.

Staff are instructed at induction about the presence of asbestos in school and are advised not to drill or affix anything to walls or to enter the roof void by lifting ceiling tiles. They are asked to report any damage to walls and ceiling tiles.

Contractors have sight of the PAMP file prior to any works starting and must sign and date the Record of Works sheet to confirm that they have seen the asbestos register/ file and checked whether there is any known or presumed asbestos in the area in which they will be working. If the person encounters any suspected asbestos-containing material that they were not aware of or has not previously been identified they will immediately stop work, inform the SBM/Caretaker/ Headteacher or nominated representative and seek instructions from their supervisor. Steph Walker and Derek Holdsworth have responsibility for any contractors coming to site.

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2006.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with or exposure to asbestos, the school will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken (including liaison with Employee Healthcare where appropriate).
- Where a problem arises relating to the condition of asbestos-containing material on the school site or during work with an asbestos-containing material, the employee must:
- Inform his/her line manager immediately, who will then in turn will notify the SBM/Caretaker/Headteacher
- Ensure that any work is STOPPED and the area secured until it is confirmed it is safe to proceed.

3. Contractors

In relation to work carried out by contractors at this school, we will comply with the appropriate guidance issued by the Directorate of Children & Young People.

This will include appropriate selection, planning & organising and control of the work. When the work is of a large nature (i.e. CDM notification required) then we will seek to use the services of Kirklees Council. Where the work is of a more minor nature, then we may decide that it is suitable to appoint our own contractors.

Selection

The school will assess, in advance of works being undertaken, the competence of the contractor. Although the extent of the assessment will depend upon the nature of the work involved, the same principles apply whether the contract is for minor works or works of a substantial nature.

Helpful indicators of contractor competence in health and safety may include:

- inclusion on the Council's approved list of contractors (see CHAS below)
- the past performance of the contractor
- work undertaken elsewhere (i.e. other schools)
- membership of trade bodies
- accreditation to trade bodies
- general health and safety awareness
- organisation for health and safety
- commitment to recognised codes of practice etc.
- appropriate insurance cover

CHAS

Kirklees Council is a member of CHAS (Contractors Health and Safety scheme), a scheme run on behalf of public sector organisations across the UK to evaluate contractors' Health & Safety policies and other documentation. The evaluation of the results is then made available on the Internet to enable the information to be shared by members and subscribers.

When the project is through the LA school will liaise with their Asset Management Officer or Kirklees Council's Project Manager in Design and Property Services (Tel: 01484 221000).

Planning & Organising

We will establish clear parameters for everyone involved in the project. Take into account our risk assessments together with those of the contractor. There may be a need for detailed method statements and/or permit-to-work systems for complicated or potentially hazardous procedures, eg, hot-work permits. It is important that responsibilities are clearly allocated and understood. Health and safety arrangements should deal with the services that the contractor may require when on site and cover plant/equipment they bring with them.

Special areas of secure school based storage may need to be set aside. Toilets and first aid facilities for contractors should also be properly organised.

Control

The SBM will liaise with the contractor to establish day-to-day control and monitor health and safety standards. Overall performance will be regularly reviewed and joint arrangements should be in place for reporting and investigating any accidents, incidents or “near misses” or other concerns.

Effective lines of communication between the school and those responsible for the contracted work will be clearly established and maintained. There must be no doubt as to how health and safety will be managed. Controls must extend to sub-contractors, including those who may be introduced at a later stage or whose work on site may be intermittent.

When the project is conducted via the LA, the school will liaise with the School Link Asset Management Officer and the appropriate Project Manager.

For larger projects 3 quotes are obtained from contractors so that value for money can be achieved. We look at previous work completed by the contractors (ie, at other schools) and compare costs. There is a preferred contractors list that has been drawn up in liaison with other local schools that is also considered.

Site meetings are held before work begins to ensure the contractors have information about the school and our expectations on security and to share H&S information and agree safe working arrangements, risk assessments and to arrange the frequency of liaison meetings during the project. Steph Walker and Derek Holdsworth are responsible for the contractors whilst they are on site.

The school liaises with Kirklees Building Services and Asset Management for capital projects arranged through Kirklees Council.

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

Risk assessments are undertaken to ensure staff and pupils are safe at all times when undertaking activities in school and any out of school learning. These can be found in the Risk Assessment file located in the school office, on EVOLVE on the staff shared drive on the network. We ensure that all staff teaching activities are qualified to do so (ie, PE).

5. Drugs & Medications

Medication brought into school by parents is securely stored in the school office, with the exception of inhalers which are kept to hand in class, stored in the teacher’s desk/cupboard. Only medication that is prescribed by a doctor will be administered in school. Parents hand the medication into the school office at the beginning of the day and collect at the end of the school day. They must complete an authorisation detailing the required dosage and frequency. Details of our medicine policy and procedures are issued to parents on admission of the child to school.

Medication is administered by a Teacher or Teaching Assistant from the child's class. Every time medication is administered a log of the child's name, date and time and dosage given is completed in a log book in the school office.

The first aiders in school have had Epipen training. Should a child have a specific medical need the appropriate staff are trained accordingly. These needs are recorded in the child's individual care plan. There is a medical board situated in the staff room detailing any children with severe medical conditions.

6. Electrical Equipment [fixed & portable]

The school will ensure the following in relation to electrical safety:

Fixed Installation Policy

The fixed installation consists of the switchgear and electrical distribution systems throughout our premises. We recognise that electrical equipment is potentially hazardous and will identify risks to persons and reduce those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Ensure that a competent electrician inspects and tests all fixed installations at the intervals recommended in current guidance (presently at least every 5 years) and that the appropriate report is issued and retained. This will also include the school kitchen area and the IT room.
- Inform employees that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all employees are informed of the need to speedily report any problems encountered in connection with electrical supplies, circuitry or switches.
- Ensure that those who carry out work on electrical systems are competent, and use the correct equipment.
- Isolate or take out-of-service any faulty electrical system or equipment.
- Test electrical circuits following repair and prior to reinstating their use.
- Provide emergency and first aid information to cover the actions to be taken in the event of electric shock or burns.

Portable Appliances

We recognise that the use of portable electrical appliances is potentially hazardous. We will identify risks to people, managing those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where required, tests all such equipment annually,
- Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and a competent person before use has inspected the equipment.
- Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use. These will be;
- Visual inspections on every use for cords, plugs and signs of burning.
- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.
- Isolate or take out of service any faulty electrical equipment.
- Test electrical appliances following repair and prior to reinstating their use.

- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

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

The school will comply with the Regulatory Reform (Fire Safety) Order 2005 and with Kirklees guidance relating to actions to be taken in relation to fire safety. The guidance document can be found within the Onehub intranet site at <https://ws.onehub.com/workspaces/393435/files/875871471>. Termly fire drills are carried out following the school's fire safety procedures and any findings from the drills are noted in the Fire Safety Log Book and conveyed to staff. The Headteacher is regarded as the 'Responsible Person' in relation to the above regulations at this site.

The school will regularly review its own procedures for fire prevention and emergency evacuation of the premises. Please refer to our Fire Evacuation Procedures (September 2017) and our Emergency Plan (February 2015).

A fire risk assessment will be carried out annually by the SBM and Caretaker and reviewed by the Headteacher. A copy of the assessment is sent to Kirklees Council and one is also retained in the Fire Safety Log Book.

Fire safety records are held in the red Fire Safety Log Book and must be kept up to date and made available to the fire or council authorities when requested.

The fire alarm is tested weekly by the Caretaker from different call points and logged in the Fire Safety Log Book.

Emergency lighting is tested monthly by the Caretaker and logged in the Fire Safety Log Book.

8. First Aid

The school has sufficient qualified First Aiders on site every day and also on off site visits/school trips to meet current regulations.

Trained and qualified First Aiders are those members of staff who have attended a training course on first aid (ie First Aid at Work, Paediatric First Aid or relevant refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. Details of all first aiders are available in the staff room and the school office.

First aid boxes are located in the cupboard in the KS1 library, KS2 storage cupboard (opposite KS2 library) and we have 6 portable ones for trips. These are checked and restocked by 2 of our first aiders.

9. Gas Safety

Inspections are carried out by Kirklees Council annually and a copy of the record of inspection is maintained by the SBM.

10. Glass & Glazing

All glass panels in doors and side panels are safety glass and all replacement glass purchased is of safety standard.

11. Grounds - Safety/Security

The school grounds are surrounded by palisade security fencing and gates and are inspected regularly by the Caretaker for any wear and tear. These checks and checks of other external areas (ie, car parks, ball court, playgrounds etc) are logged in the Caretaker's Defects File and any appropriate action taken in conjunction with the SBM. Fencing and gates are located at the top of the main car park and across the paths to ensure children and staff are kept safe.

All external doors operate on a maglock keypad entry system. Access into school is via the main entrance only, which is well signposted. Visitors are required to sign in and out of the building and wear a visitor's badge. Anyone without DBS clearance is accompanied at all times whilst on the school premises.

12. Hazardous Substances (COSHH)

The Caretaker has completed a COSHH safety course and has COSHH safety sheets for all related products which supplied by Kirklees Cleaning Services. All substances are kept in locked cupboards and are only accessible by the Caretaker and cleaning staff.

13. Health and Safety Advice

Competent health and safety advice would be sought from the Kirklees Council Group Safety Officer or Asset Management Officer (01484 221000).

14. Housekeeping - Storage, cleaning & waste disposal

The Caretaker is responsible for the supervision of cleaning and removal of waste from the premises on a daily basis. Bins for general waste, cardboard and paper and food waste are located in a fenced off area in the rear car park, a sufficient distance away from the building for fire safety reasons.

In severe weather conditions the relevant precautions are taken and strict procedures followed which are documented in our Adverse Weather Policy, Snow & Ice Risk Assessment and Snow & Ice Clearance Plan.

Electrical appliances are disposed of in accordance with the WEEE regulations (ie, computers) using a licensed company.

15. Handling & Lifting

Staff are required to use appropriate equipment provided for moving small items around school. They must ask for assistance from the Caretaker who has the appropriate training in manual handling before lifting and handling heavy/bulky items.

16. Jewellery

Children are not permitted to wear jewellery in school with the exception of a watch and a pair of ear studs. Pupils are expected to remove their own ear studs for PE and swimming lessons. We therefore encourage parents of younger children to remove their ear studs on PE days.

17. Lone Working

Anyone working alone in school must firstly have had this approved by the Headteacher when arrangements will be put in place for that person to liaise with another member of staff (a member of the SLT). They must make contact when arriving at the premises and ensure they make contact at least once more during the period of time they are working and then again when they have left the premises.

18. Maintenance / Inspection of Work Equipment (including selection of equipment)

Ladders are checked before every use by the Caretaker. The gym equipment and outdoor climbing trail and canopy in the Reception playground are tested for safety annually by Metrogym and records maintained by the SBM.

Kirklees Council are responsible for an annual check on the boilers. They also check the fire alarm and smoke detection system, emergency lighting and fire extinguishers, records of which are kept in the Fire Safety Log Book. The burglar alarm is maintained and monitored by Harford's Security Ltd.

19. Monitoring the Policy and Results

H&S inspections are carried out by the SBM (IOSH accredited) and the Caretaker and findings reported to the Headteacher and Governors via the Resources Committee termly. Findings are also conveyed to staff and any appropriate training/refresher training carried out. Staff are required to read the H&S policy annually and ensure they comply with any H&S procedures that are conveyed to them at weekly staff briefings.

Accident reporting/trends and complaints are monitored by the Headteacher and Deputy Headteacher. They are also responsible for the implementation of new and updated policies in conjunction with the SBM.

20. New & Expectant Mothers

Person-specific risk assessments are carried out by the Headteacher or the Deputy Headteacher for expectant mothers and filed on that person's personnel file.

21. Poster on Health and Safety Law

The Health and Safety Law poster is located in the staff room and managed by the SBM.

22. Personal Protective Equipment (PPE)

We follow HSE guidance on PPE. Protective gloves are supplied and worn by first aiders whilst administering medication. For the Caretaker and cleaning staff PPE is provided as appropriate.

23. Reporting Defects

Minor defects are reported to the Caretaker and logged in the defects file which is kept in the school office. The Caretaker will liaise with the SBM to arrange and oversee remedial works. Major defects would be reported straight to the Headteacher/Deputy Headteacher/ SBM and dealt with immediately.

24. Risk Assessments

The SBM undertakes risk assessments for the grounds, building and rooms within. Events and school trips/visits risk assessments are carried out by the Deputy Headteacher/Teacher and approved by the Headteacher.

Special risk assessments would be carried out by the Headteacher/Deputy Headteacher/ SBM depending on what was being assessed.

25. Signs and Signals

Fire safety signage and signals are in place and comply with fire safety regulations.

26. School Trips

Risk assessments for school trips are completed by teachers and approved by the Headteacher. Some risk assessments have to be completed on EVOLVE (ie, residentials) and be approved by the School Educational Visits Co-ordinator at Kirklees (Ian Kirby). Authorisation is sought from parents for these trips and the most senior member of staff on each visit/trip is responsible for overseeing the safety of staff and children at all times. At least one qualified first aider must be present on every trip/visit with the appropriate first aid kit.

27. Occupational Health - Stress and staff Well-being

Staff are reminded annually of the services and facilities provided by Occupational Health. Should a member of staff disclose that they are having medical or emotional issues these occurrences will be dealt with on an individual basis and the appropriate guidance and advice given (ie, issue a Care First leaflet or referral to Employee Healthcare).

28. Other School Buildings

The school has a Nursery housed in a prefabricated building that is rented from Actiform Hire Ltd. The Caretaker does visual termly inspections of the exterior and interior and reports any findings to the SBM who would contact the company to do any remedial works. The defects book is used by Nursery staff to report any daily defects and these are dealt with by the Caretaker in conjunction with the SBM.

29. Smoking

The school is a non-smoking site. Staff are advised to go onto the Greenway should they wish to smoke.

30. Staff Consultation and Communication

H&S procedures in school are part of our staff induction. Also H&S issues of concern are conveyed to staff as appropriate at weekly staff briefings. Staff are readily encouraged to raise any H&S concerns with the Headteacher/SBM as appropriate. The H&S policy is contained within the staff handbook and it is expected that staff will read the H&S policy annually and sign a log sheet to confirm this.

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

Pupils are not left unsupervised at any time during the school day or when attending before/after school clubs. All off-site visits are supervised by staff according to the appropriate ratios in line with DfE guidance.

All staff working in school have enhanced DBS checks in place and this extends to volunteers, supply staff and any contractors/third parties who may be working on site without direct supervision.

32. Training and Development

H&S procedures in school are part of our staff induction which is carried out by Headteacher/Deputy Headteacher/SBM. Each new member of staff must complete an induction checklist stating that they have received H&S training. They are asked to read the H&S policy and any risk assessments relevant to their role. Any training/refresher training is available on request. Staff are also asked to ensure that they familiarise themselves with the fire evacuation procedures and routes out of school in the area(s) that they work/take lunch.

33. Use of VDU's / Display Screens / DSE

Staff who make significant use of VDUs as part of their role are required to complete a DSE assessment. Should the employee require an eye test this will be arranged by the SBM through Kirklees Council. Any defects to workstations or health concerns would be reported to the SBM and any issues with VDU equipment would be reported to the IT Manager in the first instance for escalation to the SBM if appropriate.

34. Vehicles on Site

The school car parks are for staff and visitors to school only, with the exception of 3 passes provided to parents of children with special educational needs. A risk assessment for the car parks has been completed that must be adhered to at all times. Access to the school playing field has to be supervised by a member of staff and is mainly restricted to times when there are no pupils in school. There is signage on the relevant gates advising delivery personnel of the procedures to follow.

35. Violence to Staff

Verbal and physical violence towards staff is not acceptable. Staff should report all incidents of verbal and physical violence to the Headteacher/ Deputy Headteacher. Should the incident be severe it will be reported to Kirklees Council on LACHS.

36. Welfare

Arrangements are 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. Staff can report through the defects book or directly to the SBM. The Caretaker would report any abnormal/unacceptable findings to the SBM.

37. Working at Height

Staff are required to use kick stools and appropriate footwear when accessing displays. Should they need to use a stepladder, which would be unusual, they must first have had training from the Caretaker. The Caretaker does a visual inspection of stepladders before use. Contractors are asked to provide their own equipment that meets the required H&S standards when working on site.

38. Waste Management

Sharps/needles are to be stored and disposed of in the appropriate containers. Clinical waste procedures are in place in school and the clinical waste bin is located in the boiler house. Arrangements for the removal of clinical waste is arranged by the SBM through the PHS Group who would also remove any sharps/needles in containers on request.

39. Water Quality/Temperature/Hygiene

Water hygiene samples and checks are conducted regularly by IWS Water Services and logged in a manual that is located in the school office. We have a shower in school and the Caretaker carries out weekly checks (ie, running the shower for 5 minutes) and logs to comply with regulations.

40. Work Experience

Potential work placement students/student teachers must complete an application form which is assessed by the Deputy Headteacher. They must complete a full induction in which H&S is covered.

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.

An action plan to be completed following each H&S review.