

Children & Young People Service

**HADE EDGE SCHOOL HEALTH AND SAFETY POLICY**



**2020-21**

## 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 (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 independent schools, the employer is usually the governing body or proprietor.

### 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 4 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

**Part 4** - Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health and Safety Policy should make reference to, and be complemented by, the ChYPS Health and Safety Policy which can be found on EDNET at <http://www.kirklees-ednet.org.uk/subjects/health/docs/policy/index.htm>

## Part 1 Health and Safety Policy Statement

### Hade Edge 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 schools 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.

*[Insert signature]*

*[Insert signature]*



**Erica Kemp, Chair of Governors**

**Jeff Kilner, Headteacher. 30.9.2020**

## 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 ChYPS Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body</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.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	Therefore PPP schools should reflect this in their School Policy.

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

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.

<b>Policy-makers</b>	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.
<b>Planners</b>	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
<b>Implementers</b>	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.
<b>Assisters</b>	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.
<b>Employees</b>	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.
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**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					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Policy Group					
Health and Safety Adviser					
LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser					

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

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

The Policy makers;

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

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below.)*
- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- The GB will inform ChYPS of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and

involvement.

<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 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.

### Health and Safety Committee

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

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

<b>Implementers</b>	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	<b>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</b>

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the Kirklees Council and



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

## **Premises Managers**

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

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.

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

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

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

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

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

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

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

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

All pupils will:

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

### **Staff Safety Representatives**

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

- to investigate potential hazards and to examine the causes of accidents in the

workplace;

- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the 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**

### **Hade Edge 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**

*Mr Kilner should be notified, He reports to the LA, should an investigation be required he will work with Kirklees LA to investigate.*

#### **2. Asbestos**

*Helen Kaye is the Responsible Person and duty holder responsible for Premise Asbestos Management Plan (PAMP), location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of plan prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking plan, how staff should report damage to asbestos materials and emergency procedures*

#### **3. Contractors**

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

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

*Requirements for teaching staff to undertake suitable (written) risk assessments prior*

to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT, Specification of staff qualification requirements to teach certain activities, 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**

Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy is repeated in school prospectus

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

Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report defective equipment. Who inspects equipment in different or more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms]

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

Helen Kaye is 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.

**Fire Risk Assessment** (any associated action planning, Helen Kaye is responsible for, how often reviewed and where this is located)

**8. First Aid**

Lesley Jackson and Judith Palmer are responsible for updating first aid kits / boxes and locations of trained appointed first aid staff, location of first aid boxes, They check and are responsible for checking & restocking, Head or assistant head summons ambulance, A member of staff accompanies children to hospital, cover in the event of absence, training & retraining of first aiders.

**9. Gas Safety**

Frequency of inspections (annual) and examination by competent person, Mrs Heppenstall maintains the record of inspection

**10. Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard

**11. Grounds - Safety/Security**

Arrangements for safe access/egress, is there a maintenance regime for the grounds, is it subject to regular checks Specify rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, where required how risk assessment is carried out, special training requirements. Mrs Kaye is responsible for this.

- 12. Hazardous Substances (COSHH)**  
*Rules on selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance (for Dusts, Fibres, Silica etc), use of mechanical controls, name of Radiation Protection Service CLEAPSS (high schools only), name of Radiation Protection Adviser for ChYPS Learning Service – tel 01484 414704 or 860 4704.]*
- 13. Health and Safety Advice**  
*Details of arrangements the school has made to obtain competent health and safety advice, e.g. Kirklees Council Group Safety Advisor tel 01484 226445 or 860 6445, ChYPS Asset Management Team, Asset Management Officer tel 01484 225249 or 860 5249*
- 14. Housekeeping – Storage, cleaning & waste disposal**  
*Arrangements to ensure premises have sufficient and safe storage systems. That the premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations. These are all carried out and managed by Helen Kaye.*
- 15. Handling & Lifting**  
*Mr Kilner and Mrs Koltuk are both Team Teach trained and should be called upon for manual handling*
- 16. Jewellery**  
*Pupils should not wear jewellery within school.*
- 17. Lettings/shared use of premises**  
*Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, lighting for paths on an evening, public entertainment license. Mr Kilner and group representative will carry out risk assessments and follow up on these.*
- 18. Lone Working**  
*Safe working practices/rules for staff who work alone, contact arrangements, risk assessment. All staff trained on policy*
- 19. Maintenance / Inspection of Work Equipment (including selection of equipment)**  
*Staff must use own judgements on how safe equipment is. If they believe something to be unsafe they must not use it and report it to Mr Kilner*
- 20. Monitoring the Policy and results**  
*Mr Kilner carries out bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. Mr Kilner is responsible for ensuring the implementation of new and updated policies*
- 21. New & Expectant Mothers**  
*Arrangements are in place for specific assessments for pregnant ladies, the agreements in place and review periods. Details of where records will be kept*
- 22. Noise**  
*School is a busy environment where noise can become loud at times but it is a managed, safe noise.*



- 23. Poster on Health and Safety Law**  
*Mrs Heppenstall is responsible for siting this poster and keeping it up to date?*
- 24. Personal Protective Equipment (PPE)**  
*Not applicable in our setting*
- 25. Reporting Defects**  
*hazards should be reported to Mr Kilner and Mrs Kaye, interim measures to be taken pending rectification, Mr Kilner arranges remedial works etc.]*
- 26. Risk Assessments**  
*Mr Kilner is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA']*
- 27. Signs and Signals**  
*signs and signals in place and do comply with requirements*
- 28. School Trips/ Off-Site Activities see also item 31**  
*Each visit leader is responsible for creating risk assessment etc for school trips. These are then forwarded to Mr Kilner who is the EVC coordinator and he will inform the LA should he need to (EG residentials or trips to venues with water)*
- 29. Occupational Health - Stress and staff Well-being**  
*School and Council arrangements in place for supporting staff in terms of screening and monitoring, special arrangements*
- 30. Other School Buildings**  
*Our school has no other school buildings.*
- 31. School Transport – e.g. minibuses**  
*Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangement]*
- 32. Smoking**  
*This is a no smoking school. Anyone wishing to smoke must exit the school grounds.*
- 33. Staff Consultation and Communication**  
*Health and safety is discussed regularly within staff and team meetings. Safeguarding is also a standing item on Governor agenda for meetings.*
- 34. Supervision** [including out of school learning activity/study support]  
*Pupils are never left unattended within school and whilst on visits. The school follows Kirklees guidance on ratio's for educational visits.*
- 35. Swimming Pool Operating Procedures (where applicable)**  
*Not applicable.*
- 36. Training and Development**  
*Induction takes place for all new staff members and staff development / cpd is discussed at staff reviews.*
- 37. Use of VDU's / Display Screens / DSE**  
*Staff undertake VDU audits and assessments every two years.*
- 38. Vehicles on Site**  
*Car park is separate to children's areas of school and access into school is at two separate points for pedestrian and vehicular access.*
- 39. Violence to Staff**

*School operates a zero tolerance policy. All staff have signed an emergency procedures policy which deals with any such incident.*

**40. Vibration**

*Not applicable within school*

**41. 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*

**42. Working at Height**

*Common sense approaches and safe use of steps and ladders is expected. School sets standards on safe working practices and these are shared with staff members.*

**43. Waste Management**

*Arrangements for the disposal of specific waste which needs to be disposed of environmentally are carried out through PH allclear*

**44. Water Quality/Temperature/Hygiene**

*water hygiene samples and checks take place as required by the premises Water Quality Manual, Mrs Kaye is responsible for recording and updating the Manual, which is kept in the office*

**45. Work Experience**

*Any person on works experience is inducted by Mr Kilner and is monitored by the staff member they are working alongside.*

## **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.



