

Honley CE (VC) Junior, Infant and Nursery School



HEALTH AND SAFETY POLICY

Reviewed and approved by governors	September 2018
Next Review date	September 2019

Introduction

The organisation and arrangements which support the Health & Safety 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 Honley CE (VC) Junior, Infant and Nursery School, the employer is the Local Authority (LA).

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 makes reference to, and is 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

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.

Signature:

Signature:

*Victoria Ward, **Chair of Governors***

*Linda Goodall , **Head teacher***

Date:

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

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

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					
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** page 11.)*
- 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 Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

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
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** Page 11.)
- 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.

Implementers	
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	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the Kirklees Council and ChYPS and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;

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

Premises Managers/ Headteacher

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 the Local Authority Claims Handling system is used to report incidents.
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	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Governors, Headteacher, 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;

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

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

[Who should be notified, who reports to the LA, how details are to be recorded, who undertakes investigation]

- The Headteacher is responsible for ensuring that an Incident Report Form (IR-O1) is completed for a child or adult, and returned to the Personnel Payroll Department, if appropriate.
- Any child or adult seen by a First Aider is recorded in the First Aid record sheet whether First Aid is given or not.
- The Headteacher and H & S Governor review the records to ensure that any required preventative actions are completed.
- EYFS require parents/carers to sign accident forms within 24 hours of the accident.

2. Asbestos

- The Headteacher is the Responsible Person for the Premises Asbestos Management Plan (PAMP).
- The PAMP manual is kept in the admin office on the School Street site and in the Site Managers room on the Jaggars Lane site.
- All staff are aware of the PAMP and its procedures. They are informed on induction not to staple or damage wall surfaces/ceilings in anyway and to inform SLT if they find any areas damaged. The PAMP is reviewed prior to works being carried out, and annually as part of the Health and Safety Audit Checklist.
- The caretakers and office staff are aware of the need for Contractors to sign the 'Permit to Work System' before any works are carried out in school.
- Staff know of the few sites where asbestos might be, and will not have any reason to drill into these.
- Staff are aware of the need to inform the Headteacher immediately, should there be a concern that there has been any disturbance to these.

3. Contractors

- The School works closely with the LA's Asset Management Officer when major building work is to take place.
- The School agrees safe working practices, including review of the PAMP, and any other appropriate Risk Assessments with other Contractors working within school.
- Health & Safety information is shared prior to work beginning. The school also agrees safe working arrangements, risk assessments, the frequency of liaison meetings, the name of the person responsible for monitoring the work and the project manager.
- The Permit to Work is also signed at the above meeting.
- Staff are aware that they should report concerns to the Headteacher.

4. Curriculum Safety

- Teaching staff are required to ensure that there is an approved risk assessment for any unusual teaching activity taking place in school eg cooking. Risk assessments are stored in the School Office (School Street) and Staffroom (Jagger Lane). Risk assessments are also stored on the school server.
- All staff are required to follow guidelines for the control of safety in specific subjects which are defined in the specific subject policies.
- All staff will refer to relevant Health & Safety publications adopted by the School eg 'SAFE Practice in Physical Education and School Sport', stored by the Health & Safety folders on the shelf in the staffroom.
- School Visits are planned according to LA guidance and are covered by the relevant risk assessments. These are signed off by both the Head teacher and where necessary (outdoor and adventurous activities and those involving water) the Chair of Governors. Visit Review Reports submitted to the Governing Body after an educational visit has taken place, identify any areas where improvements to the procedures are required.

5. Drugs & Medications

- The school adheres to the LA's 'Medicines in Schools' policy.
- Care plans are used where required.
- First Aiders administer any medicines where parents have made the appropriate arrangements and signed the appropriate forms giving permission for First Aiders to give their child medication.
- The Asthma Register is formally updated annually in September to ensure that all affected children are identified and have inhalers in school. Checks are made half-termly to ensure that all inhalers are in date.

6. Electrical Equipment [fixed & portable]

- All equipment is inspected visually by users prior to use.
- Portable Appliance Testing (PAT) takes place once a year. Any defects are reported immediately and the appliance taken out of operational use until repaired or replaced.
- The Catering Service organises the inspection of the School Kitchen.

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

- Walker Fire, inspect the fire extinguishers annually. The Certificates of Conformity are stored in the Fire Safety Log Book which is kept in the admin office on the School Street site and in the Site Managers office on the Jagger Lane site.
- The caretakers are responsible for testing the fire alarm on a weekly basis and recording this on the appropriate form in the Fire Safety Log Book.
- The Fire Alarm/Fire Detection/Emergency Lighting systems are inspected annually by Kirklees Building Control Fire Safety. The service also includes an audit check on Fire Fighting Equipment. The Fire Alarm Service Certificate & Survey Reports are also stored in the Fire Safety Log Book.
- Staff training in the use of fire fighting equipment is kept up to date and noted in the Fire Safety Log Book.
- 'Form B – Record of Fire Alarm Actuations' is completed for any instances where the alarm has sounded. These are stored in the Fire Safety Log Book.

- 'Form C – Record of Training and Evacuations' is completed whenever the building is evacuated. These are stored in the Fire Safety Log Book.
- Training/drills are carried out termly at different points in the school day as per the School's Fire Policy and Procedures document.

Fire Risk)

- The Fire Risk Assessment' has been completed and is stored in the Site Managers office on the Jaggar Lane site.

8. First Aid

- Our designated First Aiders certificates are displayed in the staff room and main offices.
- First Aid Boxes are located in the hall and the middle early years room on the School Street site, in the store room and main office on the Jaggar Lane site and in the main room, office and kitchen area of Honley School Daycare.
- First aiders are responsible for checking and restocking First Aid Boxes.
- Any member of staff must contact the Ambulance Service should they be asked to do so by a First Aider. The most appropriate person at the time would accompany any child to hospital.

9. Gas Safety

- A gas soundness check is carried out every year by the LA. This includes the kitchen.

10. Glass & Glazing

- All the glass in the newer parts of the school conforms to safety standards.
- All other glass is covered by a safety film.

11. Grounds - Safety/Security

- Please see the School's Safeguarding policy

12. Hazardous Substances (COSHH)

- All cleaning and catering staff have been trained in the safe use of hazardous substances.
- Hazardous substance are kept according to regulations in the cleaners store room which is locked.

13. Health and Safety Advice

- The School follows Kirklees LA Health & Safety advice and would contact asset management if there were any questions.

14. Housekeeping – Storage, cleaning & waste disposal

- Housekeeping routines are part of the caretaker's and cleaner's routine and are monitored by Kirklees Cleaning Service which gives feedback to the Headteacher.
- All staff are asked to keep storage areas tidy and resources are kept in covered boxes where possible.

- Fluorescent lighting tubes are disposed of in the approved manner.

15. Handling & Lifting

- Staff are required not to lift heavy items. Trolleys are provided for the moving of heavy items. (see risk assessment).

16. Jewellery

- The wearing of jewellery is discouraged in school. Children with pierced ears may wear studs and these should be removed or well-taped for PE.

17. Lettings/shared use of premises

Honey Football club use the school fields and local groups such as Cubs/Brownies use the building and grounds from time to time for special events. They are required to write their own risk assessment.

18. Lone Working

- All members of staff are aware of lone working procedures. (see policy)

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

- The PE equipment is tested annually the reports are stored in the School Office.
- The dining furniture is the responsibility of the Catering Service and is checked annually by SICO.
- Fire systems are maintained/tested as per point 7 above.

20. Monitoring the Policy and results

- A health and safety check is carried out twice a year by the headteacher and Governor with responsibility for health and safety.
- The Governing Body Buildings committee oversee the implementation of the Health & Safety policy and new/updated procedures.

21. New & Expectant Mothers

- The School will contact the LA for guidance should there be a need to provide for new and expectant mothers on the staff.
- Visitors who are new or expectant mothers will be supported as appropriate.

22. Noise

- Staff ensure that the school is calm and quiet.

23. Poster on Health and Safety Law

- The Health & Safety Poster is displayed in the Staffroom.
- It is the responsibility of the Headteacher to keep it up to date.

24. Personal Protective Equipment (PPE)

- Aprons are worn by staff when changing wet or soiled children and when dealing with bodily fluids.

25. Reporting Defects

- It is the responsibility of all staff to report any hazards, concerns or near misses immediately to the Headteacher or to the Deputy Headteacher in her absence. Reporting forms are available in the staff room.
- The Headteacher, or in her absence the Deputy Headteacher, will take advice and take appropriate and prompt action.

26. Risk Assessments

- It is the responsibility of the Headteacher to ensure that Risk Assessments are undertaken where appropriate.

27. Signs and Signals

- The Headteacher is responsible for ensuring that all signs are in place and comply with requirements. These include fire and emergency evacuation signs.

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

- The lead teacher completes Risk assessments for all offsite visits. These are checked by the EVC Please see the Educational Visits Policy

29. Occupational Health - Stress and staff Well-being

- The School subscribes to the LA's arrangements to support staff health and wellbeing.
- The Headteacher will refer staff to the Employee Health Service if their support is required.
- The Governing Body take their responsibility in the area of work/life balance seriously and will question the Headteacher about her own health and that of her staff when appropriate.

30. Other School Buildings

- Not applicable

31. School Transport – e.g. minibuses

- Not applicable

32. Smoking

- Smoking, by staff or visitors, is not tolerated in the school building or on its grounds.

33. Staff Consultation and Communication

- The Headteacher and H&S Governor meet twice a year and report back to the Governing body under reports from committees.

- Buildings Health and Safety is a heading on all written reports to the Governing body. (once a term)
- Staff are aware, and are reminded on an annual basis in September, that they have a duty to raise issues of concern or make suggestions.
- All staff have access to H&S documentation

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

- Parents and carers are responsible for their child when on the school site prior to (Jaggar Lane) 8:50am or after 3:25pm and (School Street) 8:45am or after 3:20pm
- School takes responsibility for children on the Jaggar Lane site after the bell at 8:50am until 3:25 pm or when the child starts or has finished school activities such as pre or after school club. At the School Street site school takes responsibility for children in KS1 at 8:45am and 8:50am for those in EYS. We hand responsibility back to parents/carers when we hand the children back at the end of their session/school day or after a club.
- If a child is on site out of school hours and is not taking part in a school activity the responsibility for the child is with their parent/carer.
- For morning and afternoon break there is always a minimum of 2 staff members on playtime duty.
- After the first bell at 8:50am on the Jaggar Lane site there is always a member of staff on duty in the yard.
- The ratios of staff to pupils always exceeds the recommendations for off-site visits.
- The lunchtime supervision staffing exceeds recommendation in order to cover all areas safely.
- All staff and volunteers are DBS checked.
- All visitors working with children are accompanied by staff at all times unless the Head Teacher has cleared the visitor's DBS form.
- All off site activities are risk assessed.

35. Swimming Pool Operating Procedures

N/A

36. Training and Development

- New staff are inducted into the Health & Safety procedures by the headteacher. A record of the Health and Safety induction form is kept in staff records.
- Risk assessments are carried out for all off-site activities and appropriate on-site activities. Risk assessments are shared with all the staff involved in the activity.
- Emergency procedures are detailed in the Emergency Plan.

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

The school has adapted the Kirklees policy on the safe use of DSE.

38. Vehicles on Site

On the rare occasions that vehicles are allowed on to the school grounds they enter and leave the grounds when there are no children in the playground. If there are vehicles parked in the playground cones are put around them and children are not allowed to go near them.

39. Violence to Staff

- Staff are aware of the need to report all such incidents to the Headteacher who would deal with them appropriately.
- Arrangements are made to support individual staff with visitors who could cause concern.
- The Police are involved when appropriate.

40. Vibration

Not applicable

41. Welfare

- Welfare facilities are constantly monitored.
- The Headteacher will make an appropriate decision should arrangements fall below the minimum standards required. This could involve closing a section of the building and making arrangements to accommodate children and staff elsewhere in the building. Extreme problems will mean closing the school.

42. Working at Height

- Staff are aware of the precautions to be made when working at height.
- Portable step ladders of various sizes are to be used for accessing areas.
- The headteacher and H&S Governors are responsible for checking the safety of such equipment regularly.

43. Waste Management

- All occurrences of waste are cleaned away as soon as possible. This procedure is encapsulated in the job description of all staff.
- Yellow plastic bags are provided for bodily fluids and placed in the disposal bin in the staff toilet. The bin is emptied on a regular basis.

44. Water Quality/Temperature/Hygiene

- The School adheres to the Kirklees LA procedures.
- All water temperatures are checked monthly.
- The Water Quality Manual is stored on the shelf in the admin office.

45. Work Experience

- Work placements are managed by the Deputy Headteacher.
- The Headteacher arranges for the induction process to take place.
- The student completes a registration form held in the School Office to ensure that emergency contact details are held in School.

46. Whistle-blowing

The School has adopted the LA's Whistle-blowing policy. Staff are aware of their duty to inform the LA should they feel that there is an unacceptable situation in the School and they do not feel able to speak to the Headteacher or any other staff/Governors.