

Health and Safety Policy

Golcar Junior, Infant & Nursery School



Version No.	2.1	
Approved By	Samantha Gallant	12/10/2022
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Introduction

Schools are required to have a Health and Safety Policy in place.

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 Act 1974 places overall responsibility for health and safety with the employer.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units 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.

Part 1 Health and Safety Policy Statement

Golcar Junior Infant and Nursery 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 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 safety, and consultation on health and safety with employees and employee representative's forms part of this policy.
 6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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.

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 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					
Teachers					
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 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	
<p>Headteacher</p> <p>Members of the School Leadership Team</p> <p>School Governors</p> <p>Governor for Health and Safety</p> <p>Deputy/Assistant Headteacher</p> <p>Health and Safety Coordinator</p>	<p>Develop the local plans to achieve corporate/school health & safety objectives.</p> <p>Develop management arrangements for the identification of hazards and control of risks within their area</p>

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.)

NB – both these roles are carried out by the HT at this time.

- 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 (Resources Committee at our school.)

The Resources Committee meets regularly, and Health & Safety is a standing agenda item. An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's will be produced. 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] 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 at weekly briefing meetings.
- 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;
 - 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 staffs 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, playgrounds 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 O1 (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	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field



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

The Health and Safety Coordinator;

- Is familiar with the responsibilities laid down in the ChYPS Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by ChYPS to promote H&S at work (e.g. EDNET/intranet/Newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Headteacher;
- 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

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

Golcar Junior Infant and Nursery School

The following procedures and arrangements, documented in the two files, 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

Notify SBM who will record the details on the Kirklees recording system. SBM to conduct the investigation and report findings and make recommendations. Any discrepancies or queries will be picked up by the LA

2. Asbestos

Headteacher completed asbestos management training. PAMP file located in the locked cabinet in the school finance office. If contractors are on sight the SBM will ensure that they have sight of the plan prior to any work starting. Caretaker should consult with SBM and check the plan before drilling or affixing anything to walls.



3. Contractors

Selection of contractors in line with best value taking into account health and safety policy. Health and safety information shared alongside PAMP, RA and key holding.

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

Risk assessments are completed by staff for all hazardous activities and are submitted to SLT. All risk assessments are saved on the staff shared area. Risk assessments for school trips are uploaded onto the EVOLVE system. Only qualified teachers to teach PE, if cover supervisors are teaching then PE cannot be undertaken.

Any specialist coaches who are delivering sessions in school are expected to complete their own written risk assessments prior to sessions being undertaken. These should be submitted to the PE coordinator.

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 are completed by the child's GP and are shared with class teachers, lunchtime staff and kitchen staff. A copy of every care plan is placed on Integris, staffroom and kitchen. Epi-pens are stored in the Hive in a filing cabinet in a named box for each child. There is a copy of the care plan in each box. If a child needs to have medicine during the day then the parents must complete a medicine administration form and hand it into the school office with the medicine. Any medicine is administered by a nominated person who then completes the form in the medicines file and signs and dates this. Named inhalers are kept in the child's classroom and are readily available. It is the staff responsibility to take inhalers on any trips and visits. It is parents responsibility to make sure all inhalers / epipens etc are in date.

6. Electrical Equipment [fixed & portable]

All adults have responsibility to ensure electrical equipment is in a good state. PAT testing conducted annually by AGG electrical. All equipment has a safety stickers affixed to it. If any personal equipment is brought into school eg fairy lights then it must be tested each year unless it is brand new. Any defective equipment to be reported in the red book in the signing in room or directly to either SBM or caretaker[Kitchen equipment is checked in line with Kirklees Catering Policies.

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

Fire / lockdown policies all available on staff network. Emailed annually for reminder.

Fire Risk Assessment completed annually with caretaker.

8. First Aid

Names of first aiders displayed at key points around the school. First aid boxes located centrally in all key areas of school eg library, staffroom, KS1 corridor, etc School business support officer responsible for re-ordering and regular checking of the boxes. Training record held centrally by senior business support officer who alerts SLT when training needs to be updated. At lunchtime the lunchtime manager is in charge of first aid.

9. Gas Safety

Checks completed by Kirklees Council

10. Glass & Glazing

N/A

11. Grounds - Safety/Security

Grounds maintained by Creative landscapes.

Staff/visitors must all sign in via the electronic system in reception. Any staff/visitors who have additional needs are identified and a risk assessment completed.

School secured by a fence and electronic gates, activated by school during school hours.

12. Hazardous Substances (COSHH)

Completed by Kirklees Cleaning Services

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

Cleaning contract in place with Kirklees Cleaning Services. See cleaning contract for further details.

15. Handling & Lifting

Manual handling risk assessments completed when needed.

16. Jewellery

We strongly discourage the wearing of jewellery in school, with the exception earrings or jewellery on religious grounds, or if ears are pierced, in which case only small stud-types should be worn. Where possible earrings should be removed for P.E. or covered with micropore tape. Children have suffered torn ears from earrings and painfully damaged fingers from squashed rings, whilst bracelets and bangles can be very distracting in the class. Please do NOT allow your child to wear jewellery for school. School cannot accept responsibility for missing valuables such as jewellery and watches.

17. Lettings/shared use of premises



Currently no lettings operate within the school buildings. Letting of school field completed and appropriate forms completed.

18. Lone Working

See Lone Working Policy for details

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

Termly inspection of outdoor equipment in place

Annual inspection of PE equipment, fire extinguishers, alarms, emergency lighting in place

20. Monitoring the Policy and results

Termly H&S inspection with designated H&S Governor.

Staff have a weekly opportunity to raise H&S concerns and open door culture of reporting concerns in place across school

21. New & Expectant Mothers

Risk assessment carried out by the headteacher in conjunction with the expectant mother. This information is held on the SLT drive and the expectant mother will also have a copy. It will be reviewed as necessary as circumstances change.

22. Noise

N/A

23. Poster on Health and Safety Law

SBM or a member of the admin team has responsibility for siting the poster and keeping the information on it up to date.

24. Personal Protective Equipment (PPE)

PPE used if needed for First Aid. Training provided as part of first aid.

25. Reporting Defects

All members of staff have a responsibility to report any defects to the caretaker or SBM. There is a book in the signing in room for staff to fill in. At the weekly briefing meeting there is also an opportunity to report any defects. This is passed onto the caretaker and appropriate actions agreed.

26. Risk Assessments

All members of staff are responsible for risk assessments if they are undertaking any off-site activity. In school risk assessments are based on the LA good practice templates and are reviewed by SLT

27. Signs and Signals

Fire exit signs and lighting are all in place. Fire evacuation notices in all classrooms. Fire extinguishers attached to walls and signed. First aid boxes are located in key areas and a notice of first aiders is also sited with the box. Fire alarm signal is recognized by staff and pupils who know how to respond. Outside school signage indicates where to find the school entrance.

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

Checklist for planning school trips is used by staff when planning any visit. The group organizer is responsible for checking risk assessments etc before the visit is agreed by the EVC. co-ordinator. Admin team have a responsibility for costing and sending out information relating to the trip via Parentpay.

29. Occupational Health - Stress and staff Well-being

Health and well-being board in staffroom displaying information on services which are available to staff. Referrals made by headteacher for staff who are off work on a long term absence. Return to work interviews are carried out between staff and their line manager. Where any adjustments are necessary this will be discussed at the meeting

30. Other School Buildings

N/A

31. School Transport – e.g. minibuses

N/A

32. Smoking

No smoking is allowed on the school site

33. Staff Consultation and Communication

H&S committee is part of the Resources committee of the Governing Body. This committee meets termly and H&S is a standing agenda item. The terms of reference are adopted from the Committee Matters document from the local authority. Issues around health and safety can be raised directly with a member of SLT, the SBM or the caretaker, at the weekly briefing meeting or via the repairs and faults book. Information regarding health and safety is circulated to staff via e-mail, saved on the staff shared area in a health and safety folder and is posted around school

34. Supervision

During curriculum time pupils must not be left unattended in the classroom. Where children have specific needs eg support at break times they must wait for their adult before going outside. For school swimming 2 adults are needed to accompany the children. On school visits the appropriate ratios can be found in the educational visits policy. All school staff and volunteers are DBS checked and this information is recorded on our single central record. Adults who are visiting the school who are not DBS cleared will not be left unaccompanied whilst in the school.

Coaches/ building service engineers etc will all be DBS checked and we will have a letter of assurance or their DBS number in school before they begin any sessions.



35. Swimming Pool Operating Procedures (where applicable)

N/A

36. Training and Development

H&S forms part of staff induction by the mentor assigned to the staff member. A cycle of training of caretaker/Headteacher and SBM in place and looked at the training coordinator to establish what additional courses / updates required. Training may be required after completing an investigation.

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

Annual DSE assessment completed by relevant staff which appropriate actions taken.

38. Vehicles on Site

Car park movement system established and embedded with clear markings to determine flow of traffic. Separate pedestrian entrance for visitor, pupil and parent access. All vehicles logged on 'Inventory' and 'Intrgis' systems.

39. Violence to Staff

All incidents of violence reported on CPOMS and investigation completed. Wellbeing checks completed on staff member affected.

40. Vibration

N/A

41. Welfare

Welfare facilities are in line with Workplace (Health, Safety and Welfare) Regulations 1992

42. Working at Height

Staff clearly instructed not to work at height with the exception of the caretaker who has had working at height training. Contractors to carry out own risk assessments.

43. Waste Management

Disposal of hygiene waste managed by a different company. Regularly bin collections in place for recycling and normal rubbish.

44. Water Quality/Temperature/Hygiene

School under contract with Kirklees Water Management who do monthly checks on water. Records kept in school finance office. Weekly water checks also conducted by caretaker.

45. Work Experience

All work experience students and ITT students have an induction meeting with a member of SLT at the start of their placement. There are induction checklists and policies and

procedures which are shared at this initial meeting. All students have an identified mentor who is responsible for ensuring they help the students to meet their course requirements. There will also be a named contact at the college / university who mentors can contact if there are any concerns.

Change Management Log		
Version No.	Changes	Date
2.1	Added policy to new template and reformatted.	26/01/2023

