



East Bierley CE (VC) Primary School

Health and Safety Policy

2024-2027



Date reviewed: September 2024
Reviewed by: Victoria Meek, Head Teacher and Sara Hunter, School Business Manager
Approved by Governors



**Our vision:
Always Giving, Always Here**

The decision to portray it on a dove is to symbolise the hope that is behind all we do; all we are and how we live our lives

Friendship, Trust, Courage, Respect, Forgiveness

Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (CYPS) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the CYPS 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, the Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and children 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 are 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 children 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 all visitors to the school site 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 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:

Tony Preece - Chair of Governors

Victoria Meek- Head Teacher

Date:

Date:



Organisation and Responsibility

Overall responsibility for health and safety at the school rests with the employer. As a Voluntary Controlled school, the employer is our Local Authority, Kirklees Council. Governors of the school have an obligation to ensure that the CYPS Health and Safety Policy is implemented from which this school policy is adapted.

The governing body of the school has health and safety responsibility as the occupier of the premises.

The Head Teacher makes arrangements for ensuring the implementation of the health and safety policies of their employer and 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

1. Head Teacher and Governing Body

The Head Teacher is responsible for ensuring the effective day-to-day implementation of the Health and Safety Policy as follows:

- Be responsible for the day-to-day implementation of school safety organization.
- Develop a culture of safety throughout the school.
- Be the focal point for reference on health safety and welfare matters and give advice or indicate appropriate source(s) of advice.
- Report accidents and incidents of violence to the governors on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff have read and understand the policy.
- Formulate and co-ordinate safety procedure.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff when necessary.
- Ensure staff have access to appropriate training.
- Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis.
- Report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc. that are considered to be unsafe, until satisfied as to their safety.
- Report to the governing body annually on the health and safety performance of the school.

As policy makers the Governing Body must:

- Ensure that those who have been assigned specific responsibilities for H&S have been identified, this has been communicated and adequate training given.
- Ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Set H&S targets to improve performance and monitor that these are being met.
- Receive reports from Kirklees Council as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and action plans developed.

2. Health and Safety Management Team

The Health & Safety Management Team (Head Teacher and School Business Manager) are responsible for developing plans to achieve the school's H&S objectives. They manage arrangements for the identification of hazards and the control of risks as follows:

- Be familiar with the overall responsibilities laid down in the CYPS 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.
 - identify a member of staff who can act as a Health and Safety Coordinator.
- 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 CYPS Policy;
- Seek help from an 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.
- 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).
- 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.
- Produce an annual report on H&S issues to the Governing Body.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

3. School Business Manager (SBM)

In addition to the responsibilities above the School Business Manager, who acts as the Premises Manager, has specific duties laid down in the CYPS Health and Safety Policy. These are reproduced here;

- To maintain an understanding of CYPS 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.
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- 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.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- 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 forms are available.
- 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.
- 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.
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Management) Regulations and make this available to contractors upon requests.
- 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.
- 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.

4. Caretaker

The caretaker has responsibility for the following:

- General responsibility for the application of the school's Health and Safety policy to own area of work (directly responsible to the Headteacher and governors)
- Particular responsibility for ensuring that the cleaning staff are fully trained in the use of any heavy/ electrical equipment and maintain safe working practices
- To establish and maintain safe working procedures including handling, storage and transport of articles and substances (e.g. Chemicals, boiling water and sharp instruments)
- To carry out regular health and safety assessments of the activities for which he/she is responsible, and report to the Headteacher any defects

- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements
- To ensure, where appropriate, that relevant advice and guidance on health and safety matters is sought
- To advise the Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery
- Toilet areas to be checked at the beginning and end of the day. Soap, paper towels and toilet rolls to be replaced as necessary. Floors are swept daily by the caretaker/ cleaning staff
- The caretaker's room is out of bounds for all children and all cleaning materials, fluids etc. are kept in a locked cupboard
- No person should attempt to lift furniture or heavy items by themselves. Step ladders are to be used rather than chairs for reaching displays etc.
- A warning sign should always be displayed where a floor area is wet
- In frosty/snowy weather the path and main entrance must be cleared and gritted before children and staff begin to arrive at school
- Paths to be kept clear of trailing weeds to avoid any slippery areas
- The playgrounds to be checked daily and any hazardous materials e.g. Dog fouling, glass, stones etc. to be removed
- Sweeping mops and wet mops and buckets must be made available for use by members of staff at all times during the school day

5. All Staff

The Health & Safety Management Team (Head Teacher and School Business Manager) ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. All staff have a responsibility to:

- Maintain an understanding of the Health and Safety Policies of Kirklees Council and CYPS and those developed within school.
- Demonstrate commitment to the management of H&S 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.
- Understand and own the plans in place for H&S as part of the overall school planning process, monitor progress in these areas.
- Ensure that any personal targets are achieved and 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 H&S have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Consult with staff as necessary on matters of H&S which may affect them.
- Supervise work adequately to ensure that good H&S standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and

occupational illness and ensure the information gained is used to improve H&S in the future.

- Make use of other resources provided by Kirklees Council to promote H&S at work (e.g. intranet/Newsletters).

In addition to the above, teaching staff are responsible for the health and safety of all children under their control whilst involved in organised work activities both on site e.g. classrooms, break-out areas etc., and off site e.g. school trips.

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

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

All minor accidents should be reported on a white incident form and filed in the school office and more serious incidents should be logged on LACHSweb (Local Authority Claims Handling System). An investigation into the circumstances of the incident will then be carried out by a member of the SLT and preventative processes put in place if appropriate.

2. Asbestos

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

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

The Responsible Person for the Premise Asbestos Management Plan (PAMP) is the Head Teacher. Day-to-day duty holder responsibilities lie with the School Business Manager and Caretaker. The PAMP file is located in the school office.

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

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

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

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

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

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Procedures for Dealing with Health and Safety Issues

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

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

3. Contractors

In relation to work carried out by contractors at this school, we will comply with the appropriate guidance issued by Kirklees Council and CYPS.

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

Selection

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

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

- inclusion on the Council's approved list of contractors (see CHAS below)
- the past performance of the contractor
- work undertaken elsewhere (i.e. other schools)
- membership of trade bodies
- accreditation to trade bodies

- general health and safety awareness
- organisation for health and safety
- commitment to recognised codes of practice etc.
- appropriate insurance cover

CHAS

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

Planning & Organising

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

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

Control

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

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

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

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

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

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

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

Risk assessments are undertaken to ensure staff and children are safe at all times when undertaking activities in school and any out of school learning. We use risk assessments prepared by the LA and amend as appropriate for school. All teachers have access to evolve which is used for educational visits and visit information is reviewed by EVC before being approved by the

Headteacher. These can be found in the Risk Assessment file located in the school office, on EVOLVE and Teacher drive on the network. We ensure that all staff teaching activities are qualified to do so (ie, PE).

5. Drugs & Medications

Medication brought into school by parents is securely stored in the staff room fridge if necessary or the school office, with the exception of inhalers and essential medication as required in Health Care Plans. These are kept to hand in class, stored in the medical box. Generally only medication that is prescribed by a doctor will be administered in school. Parents/carers hand the medication into the school office at the beginning of the day and collect at the end of the school day. They must complete an authorisation detailing the required dosage and frequency. However, as doctors will no longer prescribe paracetamol based medicines these, in certain circumstances, may be administered in school. In these cases, an authorisation form must be completed by a parent/carer each day, stating the time of the last dose administered. This arrangement will not be expected to go beyond two days. Details of our medicine policy and procedures are issued to parents on admission of the child to school.

Should a child have a specific medical need the appropriate staff are trained accordingly. These needs are recorded in the child's individual care plan.

6. Electrical Equipment [fixed & portable]

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

Fixed Installation Policy

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

It is our policy to:

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

Portable Appliances

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

It is our policy to:

- Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where required, tests all such equipment annually,
- Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and a competent person before use has inspected the equipment.

- Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use. These will be;
- Visual inspections on every use for cords, plugs and signs of burning.
- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.
- Isolate or take out of service any faulty electrical equipment.
- Test electrical appliances following repair and prior to reinstating their use.
- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

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

The school will comply with the Regulatory Reform (Fire Safety) Order 2005 and with Kirklees guidance relating to actions to be taken in relation to fire safety.

Termly fire drills are carried out following the school's fire safety procedures and any findings from the drills are noted in the Fire Safety Logbook and conveyed to staff. The Head Teacher is regarded as the 'Responsible Person' in relation to the above regulations at this site.

The school will regularly review its own procedures for fire prevention and emergency evacuation of the premises. A fire risk assessment will be carried out annually by the SBM and Caretaker and reviewed by the Head Teacher. A copy of the assessment is sent to Kirklees Council and one is also retained in the Fire Safety Logbook.

Fire safety records are held in the red Fire Safety Logbook and must be kept up to date and made available to the fire or council authorities when requested. The fire alarm is tested weekly by the Caretaker from different call points and logged in the Fire Safety Logbook. Fire extinguishers are serviced annually by the LA. Emergency lighting is tested monthly by the Caretaker and logged in the Fire Safety Logbook.

8. First Aid

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

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

First aid boxes are located in the cupboard in all classrooms, a playground box is stored in the photocopy room and portable kits are taken on trips. These are checked and restocked regularly.

Inhalers are kept in each class for the child who may need it. There is also an emergency inhaler in the Headteachers room. Expiry dates and levels of medication available for each child are checked/renewed on an annual basis.

First Aid kits are kept in each classroom, the resource room and in the hall. Amber (Senior ETA) ensures these are stocked as required.

In the event of an ambulance, the office staff will contact the emergency services whilst the first

aider deals with the patient. The parent will also be contacted and asked to come to school. If the parent/carer arrives at school they will accompany the pupil to hospital. If the parent/carer hasn't arrived a member of staff familiar to the pupil will accompany. This will be decided by the Headteacher or a member of SLT.

9. Gas Safety

Gas safety is undertaken annually by Kirklees Council and records are held in the Fire log book in the office.

10. Glass & Glazing

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

11. Grounds - Safety/Security

The majority of the school is surrounded by fencing, however some is low level and so is not secure. Most of the gates are locked during the school day. Fencing and gates are inspected regularly by the Caretaker for any wear and tear. Any defects to these or any external areas (ie car park, playground etc) are logged with the school office and recorded on a blue Health & Safety Reporting Form. Appropriate action is taken in conjunction with the SBM.

All external doors operate on a maglock keypad entry system with the exception of the Garden Room, the Hall and Classrooms 5 & 6. Access into school is via the main entrance only, which is well signposted. Visitors are required to sign in and out of the building and wear a visitor's badge. Anyone without DBS clearance is accompanied at all times whilst on the school premises.

12. Building Security

The burglar alarm must be set at the end of each school day by the last member of staff to leave the building. Should the alarm trigger, the alarm company will phone key holders. Anyone accidentally triggering the burglar alarm must cancel the alarm on the panel and phone the alarm company for instructions to reset the system. Any problems with the alarm should be reported to the Head Teacher or SBM so that it can be corrected before the end of the day.

13. Hazardous Substances (COSHH)

All hazardous substances are locked away in the caretaker's cupboard where a file of current COSHH risk assessments are held.

The Caretaker has completed a COSHH safety course and has COSHH safety sheets for all related products which are supplied by Kirklees and any other Cleaning Services.

14. Housekeeping – Storage, cleaning & waste disposal

The Caretaker is responsible for the supervision of cleaning and removal of waste from the premises on a daily basis. Bins for general waste, cardboard and paper and food waste are located behind the locked gates to the side of the school kitchen.

Floor cleaning is undertaken either before or after the school day except in emergencies; wet signs are used to notify building users of possible slip hazards.

We have a number of safe/ secure storage areas in school. We have contracts in place for the safe disposal of nappies/sanitary and blood/medical waste.

In severe weather conditions the relevant precautions are taken and strict procedures followed.

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

15. Handling & Lifting

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

16. Jewellery

No jewellery, apart from watches and small earring studs, should be worn in school. If a child does wear studs, then they must take them out for PE and for swimming. Long hair must be tied back. Swimming caps are to be worn for swimming. Further details are contained in the school's uniform guide.

17. Lettings/shared use of premises

We currently do not let the premise.

18. Lone Working

The school has a Lone Working Policy detailing procedure. Lone working is only undertaken by the keyholders, Headteacher, Deputy Head, SBM and Caretaker. All lone workers must be in school secured by the electronic fob system and have a mobile phone and also confirm with each other when they have left the building and that it is secure.

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

Ladders are checked before every use by the Caretaker. The gym and playground equipment are tested for safety annually and records maintained by the SBM.

Plant is inspected in line with LA guidelines and an annual plan is provided by asset management – we buy this service annually through an SLA. This also includes Gas Safety and Fire Officer 6 monthly monitoring and service checks along with Fire equipment check and service and details are recorded in the Fire log book in the main entrance/office.

Kirklees Council are responsible for an annual check on the boilers. They also check the fire alarm and smoke detection system, emergency lighting and fire extinguishers, records of which are kept in the Fire Safety Logbook. The burglar alarm is serviced annually.

20. Monitoring the Policy and Results

The Headteacher is responsible for monitoring and updating the policy however, the Business Manager prepares any updates prior to meeting with the Headteacher.

The Caretaker carries out general checks whilst the Headteacher and Business Manager carry out monitoring checks to ensure compliance. The Business Manager reports all Health and Safety items to the Governing Body under Health and Safety which is a standing item at Governor meetings.

Staff are regularly reminded of the importance of Health and Safety and how it is everyone's responsibility. All staff must report any issues and ensure they add any items of concern to the Health and Safety report log in the main office. The caretaker checks this daily, however, items

thought to be of an emergency must be reported in person to the Headteacher, Business Manager or member of SLT.

H&S inspections are carried out and findings reported. Findings are also conveyed to staff and any appropriate training/refresher training carried out. Staff are required to read the H&S policy annually and ensure they comply with any H&S procedures that are conveyed to them at weekly staff briefings.

Accident reporting/trends and complaints are monitored by the Head Teacher and SBM.

21. New & Expectant Mothers

Expectant mothers are expected to inform the Head Teacher. Person-specific risk assessments are carried out by the Head Teacher or the SBM for expectant mothers and filed on that person's personnel file.

22. Poster on Health and Safety Law

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

23. Personal Protective Equipment (PPE)

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

24. Reporting Defects

Minor defects are reported to the Head Teacher/SBM and logged in the H&S file which is kept in the school office. The Caretaker will liaise with the SBM to arrange and oversee remedial works. Major defects would be reported straight to the Head Teacher/SBM and dealt with immediately. All defects are logged on a blue form and filed in the H&S file.

25. Risk Assessments

Risk assessments are in place for the grounds, building and rooms within.

A comprehensive range of risk assessments are available in the staff area on the drive under risk assessments. They can be modified as required but it is the group/activity leaders responsibility to ensure it is either uploaded to evolve for the process of a school trip or shown to the Headteacher for a new activity.

A number of risk assessments are also in place for pupils with allergies, these are kept in the School Kitchen and also a copy in the Business Managers Office in the Health and Safety file. PEEP's are also produced for pupils requiring additional support during an emergency ie: evacuation.

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

26. Signs and Signals

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

27. School Trips/ Off-Site Activities see also item 30

Evolve is completed and risk assessments are uploaded by the group leader for all trips, information is checked by the EVC (Business Manager/Headteacher) before being approved by the Headteacher. The LA is sent all requests which fall under their responsibility for approval in a

timely manner prior to any trip taking place. Once approved all staff attending a trip are made aware of the procedures in place by the group leader. Training is undertaken by the EVC's in accordance with Kirklees Policy.

28. Occupational Health - Stress and staff Well-being

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

29. Smoking

The school is a non-smoking site.

30. School Transport – e.g. minibuses

We do not have a school minibus but purchase business insurance for staff to enable cover for car use as required. A copy of the staff members licence and insurance document is held in school and a visual check of the car is undertaken.

31. Staff Consultation and Communication

H&S procedures in school are part of our staff induction. H&S issues of concern are conveyed to staff as appropriate. Staff are expected to raise any H&S concerns with the Head Teacher/SBM as appropriate. It is expected that staff will read the H&S policy annually and sign a log sheet to confirm this. *Weekly briefings are held followed by an email of dates/events from the Headteacher, all staff have access to the electronic diary.*

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

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

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

33. Training and Development

Induction takes place for all new members of staff. Staff go through the induction process with the Deputy/Headteacher. The staff handbook is given to all staff and updated annually this includes Health & Safety (an electronic copy is on the school server). Each new member of staff must complete an induction checklist stating that they have received H&S training. They are asked to read the H&S policy and any risk assessments relevant to their role. Any training/refresher training is available on request. Staff are expected to ensure that they familiarise themselves with the fire evacuation procedures and routes out of school in the area(s) that they work/take lunch.

34. Use of Display Screen Equipment (DSE)

Staff who make significant use of display screens as part of their role are required to complete a DSE assessment. Should the employee require an eye test this may be arranged by the SBM through Kirklees Council. Any defects to workstations or health concerns would be reported to the SBM and any issues with DSE should be reported to the SBM in the first instance.

35. Violence to Staff

Verbal and physical violence towards staff is not acceptable. Staff should report all incidents of verbal and physical violence to the Head Teacher/Deputy Head Teacher. Should the incident be severe it will be reported to Kirklees Council on LACHS. Anyone showing aggression is reported immediately to the Headteacher for appropriate action in line with the school codes of conduct. If it is felt that the safety of pupils/staff are at risk the school will go into the invacuation/lockdown procedure.

36. Welfare

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

37. Working at Height

Where possible working at height is minimised however, staff are required to use ladders and appropriate footwear when accessing displays. The Caretaker does a visual inspection of stepladders before use. Contractors are asked to provide their own equipment that meets the required H&S standards when working on site.

38. Waste Management

Clinical waste procedures are in place in school and the clinical waste bin is located in the disabled toilet. Arrangements for the removal of clinical waste is arranged by the SBM through Cathedral Hygiene.

39. Water Quality/Temperature/Hygiene

Water hygiene samples and checks are conducted regularly and logged in a manual that is located in the school office. These are monitored monthly through an SLA with the LA. A log book is situated in the secure cupboard in the main office. Any concerns are reported to the LA and a report is sent to school by Asset Management for any remedial work required.

40. The Pond

Children are reminded regularly of the school rule that they must not go near the edge of the pond. Parents are also requested that children should not be allowed in that area unsupervised whilst they are in their care immediately before and after school, as this sets a bad example and undermines school rules which are established solely for their children's' safety.

During school hours, children are never allowed beyond the perimeter fence unsupervised.

41. Road Traffic Issues

The school is situated on a busy, narrow road, near to a junction. Zig-zag yellow lines have been extended along the road before the school on South View Road, and after the school down Hunsworth Lane, to prevent dangerous parking. New parents are clearly advised of our road safety recommendations during the Induction Meeting. Parents are regularly reminded, by letter, of the dangers of letting children out of

cars on the offside of the car, so putting them into immediate danger of overtaking traffic or traffic coming in the opposite direction.

42. Sun Safety

The sun safety guidelines are to protect children and staff from skin damage caused by the effects of harmful ultra-violet rays from the sun by:

- providing an environment that enables us to stay safe and
- learning about sun safety to increase knowledge and influence behaviour.

Children will be encouraged to wear clothes that provide good sun protection. Outdoor activities will take place in areas of shade whenever possible and children encouraged to use shady areas during breaks, lunch-hours, sports and trips. Parents, children and staff will be regularly reminded about sun safety through newsletters.

Parents should apply high factor sun cream to their children before school and make sure a hat and water bottle are always available. If necessary, children may take responsibility for applying their own sun cream before outdoor activities and will be encouraged to drink water regularly.

Where possible, windows should be open to provide a through breeze and classroom blinds should be drawn. Children with asthma, breathing difficulties or other similar health conditions should have their inhaler available to them at all times.

43. Work Experience

All work experience students meet with the Headteacher and are briefed about the school including Health & Safety procedures and are checked in with on a regular basis by class teacher / Deputy Headteacher