



Fixby J&I School



Health & Safety Policy

Preparing our children for their future.

Encouraging them to be confident, successful

and responsible individuals, ready to

thrive in modern society.

Statutory Policy			Website	
Yes			Yes	
Date Written	Written by..	Ratified by..	Ratified on..	Next Review
Sept 2017	Kirklees	Resources Committee		
Date of Review	Reviewed by			
January 2021	J. Hemingway	H&S Governor	March 2021	January 2022

Health & Safety Policy

January 2021

Part 1: The 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, Fixby's Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above, we will ensure that so far as is reasonably practicable, that the health and safety of non employees is not adversely affected by our activities in school.
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.

Part 2: Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer.

Type of School	Who is the Employer?	Comments
Fixby Junior & Infant School is a Community School.	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.

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 managementsystem. 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 Fixby school?

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
School Business Manager				
Health and Safety Coordinator				
Teachers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Caretaker				

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

Policy-makers	
School Governors Headteacher School Business Manager School Leadership Team H&S Advisers	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.*
- 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 School Business Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
 - appoint a Premises Manager (see **Implementers** below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ChYPS Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual **Premises H&S Inspection** of the premises is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual
- Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee (within Resources Committee)

The school will have a Resources Committee which will 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. 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)
Teaching Staff [Including supply teachers]
School Business Manager
Teaching Assistants Learning
Support Staff Admin Staff
Caretaker / Site Manager

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 Manager (School Business Manager)

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

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;
- 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 01 (IRO1) 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 Maintenance) 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.

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.

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

Fixby Junior & Infant School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and both the Kirklees Council Corporate Health and Safety Policy and the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Should an accident occur, the Headteacher and the School Business Manager will both be notified. An Incident Report Form is completed and returned to the School Business Manager – all at Kirklees.gov.uk. The Headteacher will undertake any investigation necessary, or the Deputy Headteacher in her absence.

2. Asbestos

Claire Allen (Headteacher) and Julie Hemingway (School Business Manager) are responsible for Premise Asbestos Management Plan (PAMP). The PAMP file is located in the SBM office. It is the responsibility of the HT and SBM to ensure contractors and others such as site supervisors etc. have sight of plan prior to starting any work on the premises. Staff are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking plan. Staff should report damage to asbestos materials and emergency procedures to the HT or SBM

3. Contractors

If a project is through the LA the school liaises with ChYPS School Link Asset Management Officer tel. 01484 225249 Kirklees Council's Project Manager in Design and Property Services tel. 01484 226081.

If the school manages its own projects, arrangements for the induction of contractors to exchange health and safety information agreed safe working arrangements, risk assessments, frequency of liaison meetings, the name of the person responsible for monitoring contractors working methods, the Permit to Work, and the identification of the project manager are discussed beforehand with both the Headteacher and the School Business Manager.

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

The control of safety in specific subjects is outlined within the individual curriculum policies. Risk assessments for any potentially hazardous activities eg cooking, are written by the individuals supervising the activity and copies kept in the front office. The school staff are familiar with 'Safe Practice in Physical Education and School Sport'.

5. Drugs & Medications

For details, see the schools Medication Policy.

6. Electrical Equipment [fixed & portable]

Electrical equipment is checked visually before use by the user(s). An annual inspection takes place of portable equipment and the record of inspection is held by the School Business Manager. Any defective equipment is taken out of use immediately and dealt with appropriately ie either discarded or repaired. Any fixed electrical equipment is checked within the buyback service from Kirklees.

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

The Headteacher and the School Business Manager (incorporating Premises Manager) are responsible for undertaking and reviewing the fire risk assessment. A copy is kept in the Headteacher's Office in the red Fire Log. Any associated Action Planning is undertaken by both the Headteacher and the School Business Manager, who are also responsible for its execution. Drills take place at different times of the day, at least termly, and also out of hours to ensure ALL staff are familiar with the procedures. Claire Allen and Saima Ahmed are the Fire Marshalls and Julie Hemingway is the Deputy Fire Marshall.

The school meets on the main playground at the front of the school, in their classes. The Caretaker checks the fire exits/escape routes every day. The front office would call the fire service. Fire extinguishers are checked annually and written documentation kept within school. Any defects are dealt with immediately by the company checking them. The Caretaker checks the fire alarm weekly. The emergency lighting is tested manually by the Caretaker on a monthly basis and by the Fire Officer on his annual visit. Staff training is arranged as appropriate.

In the event of a Lockdown, all pupils and staff are to remain in the classroom. All doors have thumb locks and an internal lockdown telecom system to alert staff and pupils.

8. First Aid

Qualified first aiders are named on the notice board by the first aid cupboard. They are responsible for ensuring that the first aid boxes and cupboard are correctly and amply stocked.

An appropriate member of staff would summon an ambulance, should this be necessary, and a member of staff whom the injured person feels comfortable with would accompany them. First Aid trainers receive refresher training appropriate to their qualification.

9. Gas Safety

The LA organises the gas inspections, usually on at least a 6-monthly basis, and a record is kept in the office.

10. Glass & Glazing

All glass in doors, side panels is safety glass and any glass replaced must be of at least the same quality.

11. Grounds - Safety/Security

The Caretaker checks the grounds at least monthly, and the pathways daily before the children come into school. The gates are operated with a key fob, which is supplied to school staff. A list of the fobs issued is kept by the School Business Manager. External doors are kept closed from 9.00 am onwards and the school gates are locked at 9.20am and re-opened again by the Caretaker at 2.45pm each day.

The main entrance is keypad protected. Visitors have to sign in using the electronic signing in system (Visipoint) and are given a badge to aid identification. When they leave, they sign out by scanning their ID badge on the Visipoint scanner and return the badge.

12. Hazardous Substances (COSHH)

All cleaning materials are assessed by the LA under COSHH guidelines and school adheres to these. Risk assessments are undertaken by the Caretaker for any substances not provided by the LA eg whiteboard cleaner. These are checked with Safety Data sheets. All the cleaning staff are trained in the use of the cleaning substances. Protective equipment is provided by school. All cleaning substances are stored in locked cupboards

13. Health and Safety Advice

School obtains competent Health and Safety advice from both their Asset Management Officer and Kirklees Council Group Safety Adviser 01484 226475.

14. Housekeeping – Storage, cleaning & waste disposal

Arrangements are made to ensure premises have sufficient and safe storage systems. That the premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations

15. Handling & Lifting

Staff are aware that they should not attempt to lift anything which they find difficult, but to call on the services of the Caretaker who has training in Handling and Lifting. The school contacts the LA advisor for Handling and Lifting, should the need arise.

16. Jewellery

Children should not wear jewellery of any kind in school, except for watches. This is repeated in the prospectus and in the initial "Welcome" meetings for new children. If a child does wear jewellery to school, the child is asked to remove it, and it will be kept in the main office until home time when it will be returned with a note for parents reiterating that jewellery should not be worn. If any earrings are worn which cannot be removed by the child, these are covered with plasters for PE, and the parent/carer informed that jewellery is not worn in school.

17. Lettings/shared use of premises

See Lettings Policy.

18. Lone Working

Staff working in the school building for any time alone should make sure that they have informed someone of where they are. They should notify the school caretaker if he is at home / on the school grounds of their arrival and when they leave. Staff should have a mobile phone (charged and in credit) with them and know that to dial an outside number on the school phone. Staff working alone should not use any equipment that could easily cause harm, should not climb on anything and should not lift any heavy items to minimise danger to themselves. See Lone Working Risk Assessment.

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

Ladders, dining equipment, PE equipment, electrical appliances, firefighting equipment, heaters need regular checks. Head Teacher and School Business Manager to ensure periodic checks and records are maintained. Records kept in the main school office.

All new equipment purchased to conform to safety standards. Any installation is done by a suitably qualified person / contractor.

All staff are responsible for reporting any defective furniture to either the Headteacher or the School Business Manager who will inspect the item and arrange for it to either be replaced or repaired.

The Caretaker is responsible for the upkeep of the fire alarm and the emergency lighting and any faults should be reported to the Headteacher or School Business Manager. Kirklees Fire Officers also monitor the fire alarm system on a regular basis.

Fire extinguishers are checked annually by Kirklees, who record this, copies of which are kept in the red file in the Headteacher's Office. The caretaker visually checks all fire extinguishers monthly.

The LA defines who monitors the equipment in school, unless the Caretaker performs this task.

20. Monitoring the Policy and Results

The School Business Manager (incorporating Premises Manager) carry out an annual Health and Safety checklist which monitors the implementation of the Health and Safety Policy by all staff. They also monitor accident reports/trends and any complaints. This is then translated into an Action Plan by the Health and Safety sub- committee.

Key Performance Indicators are set by the Health and Safety sub-committee, which meets at least termly. This committee then reports back to the full Governing Body meetings once a term.

21. New & Expectant Mothers

As the Head Teacher is informed of a member of staff being pregnant a risk assessment is done. This is reviewed monthly and the member of staff must keep the SMT informed of any changes immediately and the risk assessment changed accordingly.

22. Personal Protective Equipment (PPE)

PPE equipment is provided for first aid use. This includes gloves and aprons. Additional PPE is available when dealing with bodily fluids. These are stored on the cleaning trolley and include gloves, aprons and face masks.

23. Reporting Defects

Any defects are reported to the School Business Manager who will arrange for items to be either repaired or replaced, as appropriate.

24. Risk Assessments

All Risk Assessments for everyday school issues, and their annual reviews, are undertaken by the School Business Manager, although the Headteacher is responsible for these.

25. Signs and Signals

All signs for COSHH and fire regulations are in place, and comply with requirements.

26. School Trips/ Off-Site Activities

See The Educational Visits Policy.

27. Occupational Health - Stress and Staff Well-being

The school takes staff wellbeing very seriously and works hard to maintain good morale. The Headteacher is responsible for the pastoral care of all staff. The school will work with any employee suffering with stress to ensure a swift recovery. Referrals may be made to Employee Healthcare to support staff and staff are signposted to CareFirst. There is a separate policy for Staff Well-being and staff are offered at least termly supervision sessions.

28. Smoking

The school and grounds are a completely non-smoking area. Parents are made aware of this policy within the prospectus.

29. Staff Consultation and Communication

Health and Safety Committee meetings take place at least termly, but more frequently if required. The terms of reference are available from the Governing Body Terms of Reference for the range of committees. All staff are encouraged to report any Health and Safety issues or improvements they may have, to the Headteacher, or Caretaker. This is re-iterated within the staff handbook, and during the induction interview. All Health and Safety information is located in the main office.

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

The ratio of staff to pupils on trips follows the Kirklees guidelines, and is determined by the ages of the pupils, the group dynamics, the activity the distance away from school, and the duration. All these are included in individual risk assessments.

The guidance is –

- 1:15 where risks are normal (Cathedral visit, local church, local study)
- 1:10 Outdoor activities (Summer); residential where teachers are not involved in activities ie pastoral care only.
- 1:8 Residential where teachers lead activities. 1:6 for children less than 8 years

The children are never left unattended, and adults are not left alone with a child. Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for off-site visits, requirements for criminal conviction clearance]

31. Training and Development

All new staff and students are inducted by their tutor on Health and Safety arrangements, and sign an agreement to say this has been completed. This record is kept by both the tutor and the Health and Safety Co-ordinator

32. Display Screen Equipment (DSE)

Staff using DSE for any length of time should take regular breaks and alternate tasks involving the DSE with tasks away from the screen. Staff are advised to have annual sight tests.

33. Vehicles on Site

Parents are not allowed to bring their vehicles on site, unless they have the express permission of the Headteacher or hold a disabled badge.

34. Violence to Staff

Staff should report any incidents to SLT immediately. These are logged and reported and the appropriate action taken to deal with the victim and perpetrator.

35. Welfare

Building refurbishment in 2013 - 2015 ensures that arrangements in place to ensure that welfare facilities at least meet the minimum standards for Temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992]

36. Working at Height

Caretaker trained to work at height. No other staff or children to use ladders. Staff should not climb on chairs and tables. Small step stools or step ladders are available in school to use.

37. Waste Management

Waste is recycled where possible.

38. Water Quality/Temperature/Hygiene

The LA organises the checking of water hygiene samples as required by the premises Water Quality Manual. These take place monthly, and the records/manual are kept in the Headteacher's office.

39. Work Experience/Apprentices

All Work Experience students have a detailed induction interview where Health and Safety, Child Protection, and other key policies and practices are discussed in detail.

Part 4 Key Performance Indicators

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Key Performance Indicators are identified annually as a result of the audit and the monitoring of any accidents, by the Health and Safety Committee of the Governing Body.

Progress towards the actions takes place at least termly, or more often if necessary. (Appendix 1)

Inspection Checklists

Appendix 1

- The inspection checklists in this appendix are **not intended to be fully exhaustive**. Managers may need to develop these further. Checklists cannot substitute a human enquiring approach, for example asking the question ‘what if.....?’
- Specialist areas and activities may require more in depth inspection with assistance from people who are “competent” in those areas.
- Inspections are a hazard spotting exercise and should look at premises, equipment, systems of work AND activities.
- Inspection checklists can ensure consistency and provide a record of follow up action and identify recurring problems.
- Inspections are best done by people who know the premises and or the work area being looked at.
- Inspections by 2 or 3 people are effective, inspection teams could include – management, safety representatives, technicians, caretakers etc.
- They are best carried out during the working day.
- Checklists should be regularly reviewed to ensure they remain relevant.
- The inspection team should report to the employer via senior managers. The report should determine underlying causes of unsatisfactory conditions, and not merely be a list of defects. The team should make recommendations for permanent improvements.
- In following the recommendations in inspection reports actions should be allocated to individuals, with target dates for completion. The actions may include longer term actions to address the causes of problems.

Inspection Checklist No. 1 – internal areas

Have actions from previous inspection/ audits/ reports been rectified/ completed	YES/NO	Corrective action taken	Date rectified
Outstanding:			
Consider:	OK Y/N/NA	Hazards spotted – actions taken to remedy problem and by whom:	Date rectified
Health and safety management			
Health and Safety Policy accessible to all?			
All - premises, equipment and activities been risk assessed?			
Risk assessments up to date and accessible to all?			
Accident book/incident reports –available/ investigations carried out?			
H&S training records available and up to date?			
Welfare / work environment			
First aid provision adequate [first aider/ appointed person, boxes, contents checked, locations suitable]?			
Toilets – clean, hand washing & drying facilities adequate?			
Adequate provision for pregnant workers, clothing storage, changing, rest, meals, drinking water?			
Adequate levels of general ventilation, extraction?			
Adequate workspace allocated?			
Temperature/ humidity – regulated, acceptable, thermometer available?			
Noise, vibration levels acceptable?			
Levels of lighting adequate?			
Good housekeeping standards in place [tripping hazards, waste clearance inc. clinical waste, storage, clean floors]?			
Internal areas (continued)			
Consider:	OK Y/N/NA	Hazards spotted – action required	Date rectified
Safety risks			
Water supply chlorinated , legionella/ risk assessment?			

Asbestos – PAMP, survey, locations – staff aware?			
Premises secure – [access control, visitor systems]?			
Fire risks addressed –[fire risk assessment available & up to date, actions taken] log book, alarm tests, exits clear, extinguishers, evacuations?			
Emergency procedures in place – [gas leak, bomb, loss of power, isolation points, staff aware?			
Electricity – [supply tested 5 yearly, portable appliance testing, general conditions of switches, cables, sockets etc]?			
Gas – [appliances, supply, (boiler rooms – clear of storage)]?			
Heating – hot pipes, gas heaters suitably located, guarded?			
Glazing – [survey complete, safety glass/ film fitted if required, low level – high-risk locations]?			
Storage – [safe access to shelves/ cupboards (no overreaching: stand steps, stools etc available & in good condition), racking, lighting, security of rooms]?			
Storage - hazardous substances, flammables, gas bottles, medication etc stored safely?			
Machinery / equipment adequately guarded, maintained, defects reported, records kept?			
Staircases/ stairwells well lit, kept clear, nosing secure and handrails in good condition,?			
Lifts, hoists – maintained, inspected and tested?			
Access routes –clear, doors unobstructed, no trailing cables, slips and trips?			
Furniture, fixtures and fittings safe – purchasing policy suitable?			
Those taking part in the inspection were;	Date of inspection:		
PRINT NAME:	SIGNATURE:	POSITION:	