

Model Framework for a School Health and Safety Policy – Holmfirth J I & N School

Introduction

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

This Policy was designed as a model for schools to adapt, edit and upgrade for their own use and this has been adapted and edited by the Governing Body at Holmfirth J I & N School.

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

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

The School's Health and Safety Policy should make reference to, and be complemented by, the ChYPS Health and Safety Policy which can be found on the school's website.

Part 1 Health and Safety Policy Statement

Holmfirth J I & N School

Note: Each Head teacher should produce a School specific “Health and Safety Policy Statement” and submit it to the Governing Body for approval.

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1. It records the school’s local organisation and arrangements for implementing the ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its’ activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee 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.

[Insert signature]

[Insert signature]

Stuart Taberner, Chair of Governors

Julian Rose], Headteacher

[Insert date]

[Insert date]

Part 2 Organisation and Responsibility

Overall responsibility for health and safety in school rests with the employer. Who the employer is, depends upon the type of school.

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

Holmfirth J I & N School falls into the first category.

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 at Holmfirth J I & N School?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					It is recognised that some governors are LA employees
Headteacher					
School Business Manager					
Deputy/Assistant Headteacher					
Leadership Team					
Teachers					
Caretaker					
Teaching Assistants					
Learning Support Staff					
Admin Staff					
Cleaners					
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 School Business Manager Premises Committee 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 health and safety performance on a regular basis.
- 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 School Business Manager School Governors Governor for Health and Safety Deputy Headteacher Caretaker Leadership Team members	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 School Business Manager who will manage the premises (see **Implementers** below);
 - appoint a caretaker 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;
- 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 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.

Premises Committee

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

An annual report to the Governing Body outlining a summary of accident and ill health statistics for the current year and suggesting health and safety targets and priorities for the forthcoming year will be prepared by the School Business Manager, who will be responsible for collating this information for their consideration. The report will be completed in October and will report on the previous school year (Sept to Aug).

Implementers	
Headteacher (also Policy Maker, Planner) School Business Manager (also Policy Maker, Planner) Deputy Headteacher (who may also be a Planner) Leadership Team (who may also be Planners) Teaching Staff [Including supply teachers] Caretaker (who is also a Planner and Assister) Premises Managers Teaching Assistants Learning Support Staff Admin Staff Cleaners/Catering Staff	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.*

School Business Managers

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

1. To maintain an understanding of ChYPS Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 01 (IR01) forms are available;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees Design and Property Services as a result of a maintenance contact visit.

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 Caretaker

- 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. OneHub/intranet/Newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Head of Establishment.

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

Employees [including temporary & volunteers]

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

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

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

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

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

All pupils will:

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

Staff Safety Representatives

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

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3 Detailed Arrangements and Procedures

Holmfirth J I & N 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**

Any accident should be reported to the Designated Safeguarding Leads (DSL's) in school who are Julian Rose or Diane Price. They will assess the incident and, depending on the type of incident, investigate/report the incident according to current Safeguarding rules.

2. **Asbestos**

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

3. **Contractors**

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

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

There are requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT, Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safe Practice in Physical Education and School Sport

5. **Drugs & Medications**

Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the school's policy should be repeated on the school's website. These are dealt with in the general office.

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

[Portable Appliance Testing (PAT) is completed on an annual basis. This is organised by the School Business Manager. The LA arrange for checks for fixed electrical equipment on an annual basis. This is purchased by school as a buy back option within the school budget. The equipment in the kitchen is checked and maintained by the LA Catering Department. Caretaking equipment is checked and maintained by the

LA Caretaking and Cleaning Department.

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

The School Business Manager, assisted by the Caretaker, is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Fire Risk Assessment *The LA Fire Safety Officer is responsible for reviewing the Fire Risk Assessment, the last inspection took place on 19 November 2015, and the report was issued on 15 January 2016. A copy of the report can be found in the Health and Safety file located in the School Business Managers office. The Fire Risk Assessment should be reviewed every bi annually.*

8. First Aid

Kate Pearson and Heather Hunt are QA Paediatric First Aid Level 3 trained. Amanda Charlesworth will be attending training for the same course in April 2017. We use the LA run First Aid courses. Each classroom has a first aid box and there is also one located in the staffroom; Heather Hunt is responsible for checking & restocking first aid boxes. Should a pupil, employee or visitor require an ambulance the office staff will summon the ambulance; should the patient need to go to hospital we would contact the parent (in the case of a pupil). If the parent is not close by a member of staff would accompany the child in the ambulance to hospital, the member of staff would be determined by the Headteacher. If a member of staff or a visitor to school requires an ambulance the person's next of kin would be contacted.

9. Gas Safety

The LA arranges for Gas Safety checks as part of the annual buy back. Copies of the record of inspection can be found in the health and safety file.

10. Glass & Glazing

Wherever possible all glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. During the Fire Risk assessment of the premises a few areas containing glass were found to be not safety glass – these areas (mainly classroom doors in the older part of school) will be replaced whenever the budget allows.

11. Grounds - Safety/Security

The front door is the entrance for staff (who sign in on a signing in board located by the front door) and work experience students, parent helpers, other visitors and children in Years 6, 5 and 3. Visitors have to buzz the door and the office staff view the caller on a CCTV monitor based in the office. Work experience students (from other schools, colleges and universities), parent helpers and other visitors are required to sign in and out in the Visitors Register, they are then issued with a badge on a red lanyard which they must wear until they sign out and leave the premises. Work Experience students, parent helpers, and other visitors must comply with current DBS legislation and their details are recorded on the SCR register in the general office. Visitors who have not got a DBS certificate are not allowed unsupervised access to pupils and will be accompanied at all times. Children in Years 6, 5 and 3 are allowed to come in via the main entrance when accompanied by an adult. Children in Years 1 and 2 use the entrance at the far end of the year 1/2 corridor; this entrance only allows people to exit the building after 9am and 1.20pm and during playtime and lunch breaks, when the children are in class the door is switched to only allow people to leave the building –

anyone needing access during lesson time must use the main entrance and report to the office. Children in the Early Year unit enter via the door to their classroom. These doors are locked during lesson time unless the children are accessing outdoor learning. The Caretaker is responsible for the upkeep of the school grounds and any work that needs doing to ensure health and safety for all users of the school and its grounds.

12. Hazardous Substances (COSHH)

The Caretaker has [Rules on selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance (for Dusts, Fibres, Silica etc), use of mechanical controls, name of Radiation Protection Service CLEAPSS (high schools only), name of Radiation Protection Adviser for ChYPS Learning Service – tel 01484 414704 or 860 4704.]

13. Health and Safety Advice

Holmfirth J I & N School receives competent health and safety advice from the Kirklees Council Group Safety Advisor tel 01484 226445, ChYPS Asset Management Team, Asset Management Officer tel 01484 225249

14. Housekeeping – Storage, cleaning & waste disposal

The Caretaker is responsible for arrangements to ensure premises have sufficient and safe storage systems. That the premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins. The disposal of waste electrical appliance disposal/recycling arrangements are made in accordance with the WEEE regulations. This is generally arranged on the school's behalf by DIT Consultancy, who manage the school's IT Systems.

15. Handling & Lifting

The Caretaker has received training about manual handling and is responsible for the identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks. Staff are given school guidelines for specific tasks, such as the use of ladders for displays and use of lifting aids etc. Any staff suggestions for H&S improvement are welcomed and encouraged.

16. Jewellery/Dress [This is repeated in the school prospectus]

At Holmfirth J I & N School we do not have a formal uniform but we do ask that children wear sensible, comfortable clothes, suitable for learning. Jewellery is not allowed, apart from simple stud earrings if a child has pierced ears (it should also be noted that that children in Year 4 have swimming lessons and DfE regulations state that earrings must be removed before children are allowed to enter the pool – please ensure that your child is able to remove their own earrings and try to avoid having their ears pierced in year 4, as they will not be allowed to swim until they are able to remove their own earrings). Long hair, for girls and boys, must be tied back at all times. All children should have a PE kit containing a pair of pumps or trainers, shorts and t-shirt (or a fleece and tracksuit bottoms in winter).

17. Lettings/shared use of premises

The school does not let the premises to outside groups or agencies. The Log Cabin which is located in the school playground is shared by the school and Tiger Club who have their own rules and regulations on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures.

18. Lone Working

Any member of staff who is working at school outside normal hours must inform a member of the Leadership Team that they are in school. They must tell them on arrival and give them an approximate time that they are leaving the building. They must then inform the LT member when they leave the building. If the LT member does not receive confirmation from the lone worker at the agreed time the LtT member must try to locate the lone worker by telephone/mobile, or physically check that the staff member has left the building and is safe.

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

Items of equipment requiring periodic inspection, examination, testing like ladders and steps, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers etc are carried out by the Caretaker on a weekly basis.

The fixed PE equipment located in the hall is checked annually by Wakefield MDC.

Lifts & lifting equipment, pressure systems (including boilers and heating systems) is checked by the LA as the schools buys back the service from them.

20. Monitoring the Policy and results

The School Business Manager carries out bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. The Governing Body is responsible for ensuring the implementation of new and updated policies?

Health and Safety performance and any issues are a standing item on the Governing Body meetings agenda's and the School Business Manager reports to the Governing Body on premises at least three times per year in the Governing Body Finance Reports. Any actions are minuted at Governing Body meetings.

21. New & Expectant Mothers

Arrangements for new and expectant mothers would be put into place when the school is told by individual employee/visitor and appropriate steps will be put into place following the LA's guidance. Records would be kept in the H&S fil.

22. Noise

Noise should be kept to a minimum and the school will work in accordance with the Control of Noise at Work Regulations 200.]

23. Poster on Health and Safety Law

The poster is located in the main entrance and the School Business Manager is responsible for siting this poster and keeping it up to date.

24. Personal Protective Equipment (PPE)

The caretaker will ensure that she has the correct PPE which is suitable for her to carry out her post, this includes tools, footwear and workwear. These items are generally replaced on an annual basis, after discussion with the School Business Manager.

25. Reporting Defects

Any hazards or defects should be reported immediately to the Caretaker. In her absence the School Business Manager, or admin staff, should be informed who will access the risk as take appropriate action. The School Business Manager and Caretaker will decide how to proceed with a repair.

26. Risk Assessments

Teachers are responsible for ensuring RA's are undertaken for any arrangements involving trips and visits out of school. All trips and visits must be recorded on the Evolve system where generic and specific RA's can be found. Teachers are also responsible for preparing RA's when students are using any equipment in school, cookers etc. Arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems) should be prepared by the Headteacher.

27. Signs and Signals

All signs and signals are in place and they do comply with requirements. These were checked in the last Fire Safety Inspection.

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

Class Teachers are responsible for planning school trips, and approval should be given by the Headteacher (or the Governing Body for visits involving and overnight stay). The trip should be entered onto the Evolve website by teachers, this form is then submitted to the School Business Manager who checks it and then forwards it to the Headteacher for confirmation. Parents are informed by letters sent via email and payment is made on the ParentPay website – when a parent makes a payment they are also giving consent for their child to go on the trip. On the day of the trip staff are issued with a list of emergency numbers for every child. Trip leaders stay in contact with staff in school throughout the day, Teachers are responsible for ensuring that any child with a medical condition takes the appropriate medication, which is usually kept in the classroom, with them. A first aid kit is also taken on the trip, usually by a teaching assistant.

For local trips all parents have given their consent allowing pupils to leave the school grounds if they are with responsible staff members.

29. Occupational Health - Stress and staff Well-being

The school purchases the Occupational Health package from the LA who have arrangements in place for supporting staff in terms of screening and monitoring and special arrangements. The Headteacher has to refer a staff member to Occupational Health.

30. Other School Buildings

The school does not have any other buildings off site The Log Cabin is maintained by school and costs are shared between the school and Tiger Club.

31. School Transport – e.g. minibuses

The school does not have any minibuses and generally uses Stotts Coaches for school trips. There are details for this company on Evolve.

32. Smoking

Smoking is not allowed on school premises, this includes using vaping devices.

33. Staff Consultation and Communication

Health & Safety is a regular agenda item at all Full Governing Body meetings and at weekly diary meetings for staff where they can raise issues of concern and make suggestions for health and safety improvements. Health & Safety information for staff is given at staff meetings, training days and memo's. The health and safety file can be found in the School Business Manager's office.

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

Supervision requirements for pupils during curriculum time state that pupils must not be

left unattended and all other times when in care of school, agreed ratios for off-site visits are adhered to. All members of staff, work experience students, parent helpers and LA staff hold a valid DBS certificate and criminal conviction clearance. Any other visitors to school (travelling theatre companies, sports coaches, Ofsted inspectors etc) are asked for proof that they have a current DBS check.

35. Swimming Pool Operating Procedures (where applicable)

Not applicable.

36. Training and Development

New staff are inducted on H&S arrangements and by their immediate superior within school. A note of the training and by whom should be kept on the new starters personnel file in the School Business Managers office.

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

Staff who make significant use of VDU's (mainly admin staff) are advised to report defects in workstation, monitor or screen to the IT Technician. If any member of staff have any health concerns regarding the use of IT equipment they should report these to their line manager. Regular breaks should be taken and the following advice should be followed

- breaks should be taken before the onset of fatigue, not in order to recuperate and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length;*
- breaks or changes of activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction;*
- short, frequent breaks are more satisfactory than occasional, longer breaks: e.g., a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours;*
- if possible, breaks should be taken away from the screen;*
- Informal breaks, that is time spent not viewing the screen (e.g. on other tasks), appear from study evidence to be more effective in relieving visual fatigue than formal rest breaks;*
- wherever practicable, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.*

38. Vehicles on Site

The car park is out of bounds for pupils unless they are accompanied by an adult (staff or parent). The car park is mainly for the use of staff although parents, all cars and contents are left at the owners' risk. Parking is not allowed on the yellow zigzags or in the turning circle at the front of the school. Parents are regularly reminded to take care when driving to school and not to block neighbours' driveways etc. Collection of refuse must take place before 745am on Wednesday mornings.

39. Violence to Staff

There is a requirement for all staff to report all incidents of verbal & physical violence against themselves or another member of staff. These should be reported in the first instance to the Headteacher.

40. Vibration

Not Applicable

- 41. 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
- 42. Working at Height**
There are restrictions on staff using steps and ladders and reminders are reinforced annually. Ladders should not be used by pupils and outside contractors who should provide their own equipment.
- 43. Waste Management**
Arrangements for the disposal of specific waste which needs to be disposed of environmentally (e.g. sharps/needles) should be made by the caretaker.
- 44. Water Quality/Temperature/Hygiene**
Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual, are arranged by the LA. The file and manual is completed by the company carrying out the regular checks and is kept in the School Business Managers office.
- 45. Work Experience**
Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment, are made by the Deputy Headteacher.

Part 4 - Key Performance Indicators

Health & Safety Policy
CHYPS Health & Safety Policy
Fire Risk Assessment
PAMP File