

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 (i.e. the 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). Holmfirth J I & N School is a maintained school.
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For academies, free schools and independent schools, the employer is usually the governing body, the proprietor or the academy trust.

The policy has 3 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

The School's Health and Safety Policy should makes reference to, and is complemented by, the DCYP Health and Safety Policy which can be found on the School Website - <https://holmfirthjinschool.net/policies/>

Health and Safety Policy Statement

Holmfirth J I & N School is committed to ensuring the health, safety and wellbeing of its pupils, staff and visitors, so far as is reasonably practicable, through the development of a positive Health & Safety culture. Holmfirth J I & N School is committed to safeguarding the health and safety of contractors, other visitors and the general public who may be affected by the School's activities, so far as is reasonably practicable.

The School considers that good health and safety performance is a fundamental prerequisite. In order to achieve this, the School aims to:

- Develop and promote a positive health and safety culture
 - Comply with all legislation
 - Prevent injury and ill health of all persons affected by the activities of the school
 - Adopt and promote best practice in all aspects of health and safety at work
 - Monitor and review the effectiveness of the School's arrangements and make improvements as required
1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
 2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. 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 school'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 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.

David Sharp, Chair of Governors

24 November 2020

Julian Rose, Headteacher

24 November 2020

Part 2 Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	The Governing Body Or Academy Trust	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.	This should be explicit in the school policy and they should be classed as contractors.

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.

Head Teachers 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.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				

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

Policy-makers		
School Governors	Devise and produce policy on health, safety and welfare at a strategic level.	
Headteacher		
Premises, Health & Safety Committee		Preserve, develop, promote and maintain the School's health and safety management system.
School Leadership Team		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 DCYP 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, 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 of health and safety performance on a regular basis.
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- 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;

Planners	
Headteacher Members of the School Leadership Team (Assistant Headteachers/School Business Manager) School Governors Premises, Health & Safety Committee Governor for Safeguarding Caretaker	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 DCYP 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 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); Alexandra Sykes, School Business Manager.
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.) Alison Digman, Caretaker.
- 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 and recorded;
- 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 and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;
- Ensure that regular **Premises H&S Inspections** are carried out, (this duty will be carried out by the School Business Manager and Caretaker). Additionally, it is recommended that an annual self-audit is carried out (this duty is completed by the School Business

- Manager on an annual basis);
- Draw up any Action Plans required from the results of the Premises H&S Inspection 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; the last Internal Health & Safety Audit took place in January 2019, and the Action Plan is complete.
- 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, Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a standing agenda item in these meetings. At Holmfirth J I & N School Health & Safety is a standing agenda item at full Governing Body meetings. All Premises, Health & Safety documents and reports are shared with all members of the Governing Body.

An annual report to the Governing Body outlining achievements against the H&S plan 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. This will be compiled at the end of each school year.

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed/ implemented 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 and Guidance Notes of the Kirklees Council and DCYP 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 (as appropriate). 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 and recorded;
 - 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 and that this is recorded;
 - 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, 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 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;
 - 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. One Hub and Business Solutions);
 - *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers (School Business Manager)

In addition to the responsibilities above Premises Managers have specific duties These are produced here;

1. To maintain an understanding of DCYP Health and Safety Policy arrangements 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. 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;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. 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;
15. 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;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.
17. Coordinate staff training in all aspects of Health & Safety.

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 DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP 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.

Employees must also undertake H&S Training as directed by the Headteacher.

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 employee's health and safety or welfare at work;

- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

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

Part 3 Detailed Arrangements and Procedures

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

1. Accident Reporting, Recording & Investigation

Any accidents should be reported immediately to the office. The Headteacher/School Business Manager will investigate the accident and record the details of the accident. The School Business Manager will report the accident to the LA via the LACHS system if necessary, following the guidance in the Accident, Incident or Near Miss Reporting and Investigation Guidance Notice GN01.

2. Asbestos

Alexandra Sykes, the School Business Manager is the Responsible Person and duty holder responsible for Premise Asbestos Management Plan (PAMP). The manual is located in the School Business Manager's office and any contractors and others such as site supervisors etc. will have sight of plan prior to starting any work on the premises. All staff are instructed not to drill or affix anything to walls without first obtaining approval from the Caretaker. Staff should report damage to asbestos materials to either the School Business Manager or Caretaker, who should immediately report this to Sharon Ainley, the schools Asset Manager at the LA.

3. Contractors

When managing our own projects, school will consider how contractors are selected (e.g. members of CHAS (Contractor Safety Assessment Scheme or other members ofSSIP (Safe Systems in Procurement), 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 the school should liaise with the school Asset Management Officer.

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

Teaching staff are required to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. 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, which is available in school.

5. Drugs & Medications

Information regarding Care Plans, parental requests for medicines to be administered, can be found in the Medical Needs Policy <https://holmfirthjinschool.net/policies/>

- 6. Electrical Equipment [fixed & portable]**
Visual inspections by users should be made daily and any faults should be reported immediately to the Caretaker. All electrical equipment is PAT tested annually (Nov). The record of inspection is kept in the School Business Manager's office, in the Health & Safety file. Fixed installations are checked by the Caretaker, any defects should be reported to the School Business Manager. School Kitchen equipment is maintained by Kirklees Catering and Cleaning Dept.
- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]**
The School Business Manager is responsible for undertaking & reviewing fire risk assessment, which is done on an annual basis. Fire drills should be carried out at least termly and a record made in the Fire Safety Log Book. Maintenance of fire extinguishers is organised by the LA and extinguishers are checked on an annual basis (generally in the Autumn term). Teaching Staff receive regular Fire Safety in Schools training (Sept 19), which is facilitated by Kirklees Asset Management. All staff have completed Fire Safety online training. The Caretaker is responsible for the day to day maintenance of fire exits /escape routes, testing the fire alarm, emergency lighting etc. The LA Fire Safety Officer also makes regular visits to check the Fire Safety Log Book, check extinguishers, smoke detectors, fire alarm and emergency lighting. Admin staff are made aware of what to do if the school receives a bomb threat and have access to a 'bomb threat checklist'. In the event of a 'lockdown' situation and 'NetNotify' message will be sent to all classrooms and staff are instructed to ensure everyone remains in the classroom until the all clear is given.
- 8. First Aid**
The following people are trained appointed first aid staff – Julian Rose, Jane Perrons, Jon Warrener, Sharon Brown, Diane Price, Stacy Worsley, Emma Turner, Emma Rose, Joan Clayton, Sarah Hutson, Amy Jackson, Donna Holmes, Amanda Charlesworth, Heather Hunt, Michelle Todd and Jeanette Kenworthy (all hold a current Paediatric First Aid Training Certificate). Training is updated regularly and certificates are located in the Staffroom. Each classroom, the staffroom and the kitchen has a first aid box for which Heather Hunt is responsible for checking & restocking. In the event of an emergency the office staff would summon an ambulance; wherever possible the child would be accompanied by a parent (if it is possible for them to attend), otherwise a member of staff would be made available to go with the child
- 9. Gas Safety**
The Gas Soundness test is carried out every five years and the last inspection took place in 2015/2016. The next inspection is due in 2020. The boiler equipment is serviced annually. The records of inspection are kept in the Health & Safety file in the School Business Managers office.
- 10. Glass & Glazing**
Most of the glass in doors, windows side panels etc are made of safety glass. There are some areas that still have a small amount of old standard glass – these areas have been assessed and are deemed safe. This is mostly found in old classroom partition windows (between the classroom and the main KS2 corridor). Any replacement glass used in the future will be of safety standard.
- 11. Grounds - Safety/Security**
The grounds are maintained by Garry Scott Groundworks. Regular visual checks of the grounds are made by the Caretaker and School Business Manager. Play equipment will be inspected for safety on an annual basis every September by

Kirklees Council.

12. Health and Safety Advice

The school works with the LA and obtains competent health and safety advice from Kirklees Council Group Safety Advisor tel 01484 226475, the school's asset management officer, Sarah Wilson 01484 221000.

13. Housekeeping – Storage, cleaning & waste disposal

The refuse skips are located at the side of the school in a cordoned off area and are emptied weekly (Wednesdays) before 8am. The caretaker is responsible for keeping the premises clean, minimising the accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips. Any broken glass/sharp objects should be boxed or wrapped in newspaper and double bagged and placed in the skip. The caretaker is responsible for snow shifting and should ensure, wherever possible, that there are clear paths through the playgrounds to each entrance, clear the turning circle and steps to the main entrance.

14. Handling & Lifting

All staff have received the appropriate online Manual Handling training. Certificates are kept in the H&S File. Staff are advised not to lift heavy items alone. A hand trolley is available on site and is located in the Boiler Room. The Caretaker has received face to face Manual Handling Training

15. Jewellery

Jewellery is not allowed for pupils, apart from simple stud earrings, if children have pierced ears. Children in Year 4 have swimming lessons and DfE regulations state that earrings must be removed before children are allowed to enter the pool. Parents are asked to ensure that children are 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.

16. Shared use of premises

The Log Cabin is shared with the Tiger Club, who have access to this area and the playground from 7.30am to 9.00am and 3.15pm to 6.00pm. The Tiger Club staff and committee are responsible for their own staffing, first aid, fire and emergency arrangements. The fire alarm is linked to the Log Cabin. A copy of the Tiger Club's Fire Risk Assessment is kept in the School Business Manager's office.

17. Lone Working

Staff are issued with a Lone Working Risk Assessment annually (October 2020). This assessment gives details on who to contact/inform if any member of staff is working in school alone.

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

Apart from electrical items which are PAT tested annually (item 6), gas/boilers (item 9), play equipment (item 11) and water (item 36) the following equipment required periodic inspection

Furniture – classroom and office – the Caretaker inspects furniture regularly and any faulty desks/chairs/equipment is removed and replaced, if necessary.

PE equipment is inspected annually (June) by Wakefield Council

Lunch tables are inspected annually (April) by SICO Europe Ltd

Lifts (disabled) are inspected every 6 months by Ansen Elevators Ltd

Burglar/Fire Alarm is inspected and serviced annually (September) by Carlton Alarms

Fire Extinguishers are inspected and serviced annually (September) by Churches Fire Ltd)

All records of the above inspections are kept by the School Business Manager.

19. Monitoring the Policy and results

The Premises, Health & Safety Committee monitor H&S management systems. The Headteacher is responsible for monitoring accident reports/trends, complaints. The Headteacher and School Business Manager reports back to the Governing Body on the school's health and safety performance at Full Governing Body meetings.

20. New & Expectant Mothers

The school would follow the advice given to schools by the LA for arrangements for new and expectant mother. Any records would be stored in the employee's personnel record.

21. Personal Protective Equipment (PPE)

The Caretaker is allowed to purchase one pair of safety boots per year. The Caretaker also has access to dust masks, protective gloves and a hard hat which are replaced when used/worn. Additional PPE specific to the Covid-19 pandemic is also available for staff dealing with pupils suspected of having Coronavirus. This equipment includes face masks/face shields/goggles/gloves/aprons and is kept in the main office.

22. Reporting Defects

Any defects should be reported directly to the Caretaker/School Business Manager, who will then assess the defect and cascade to correct person/department at LA to get the defect/fault repaired.

23. Risk Assessments

The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for new and expectant mothers or who have health problems), arrangements for periodic review of RA's

24. Signs and Signals

The proper signs and signals are in place and compliant with current requirements. These are checked by the Fire Safety Officer on a regular basis. The Caretaker ensures that the signs are clean/clear/undamaged on a regular basis.

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

All School Trips must be recorded on the EVOLVE Electronic System by Class Teachers, EVOLVE is an online system for the planning, approval and management of educational visits, and includes Risk Assessments. Each trip on EVOLVE is then checked by the School Business Manager and passed by the Headteacher. The LA check all trips on EVOLVE. When going on a trip the Class Teacher is issued with an Emergency Contacts list for all the children going on the trip, this list is shredded after the trip. Medical information and any medication issued to particular children must also be taken on the trip, this should be kept together, along with the class first aid box, with a named member of staff. Parents give their permission for school to take their children out of school on visits to the local area when they start school – this permission can be withdrawn by parents at any time. Should a parent withdraw permission for local visits permission would be requested for each separate visit. Permission is sought for all other trips, and off-site activities, in the form of a tear off slip which should be returned to school. These slips are retained until the trip has taken place and are then destroyed in line with GDPR regulations.

Supervision Ratios

1:15 where there is normal risk

1:10 for outdoor activities where the teacher is not the lead (pastoral care – e.g. Robinwood)

1:8 for outdoor activities where the teacher is the lead (e.g. local visits/general trips)

1:6 for children aged under 8

The Headteacher is the school Educational Visits Co-ordinator

26. Occupational Health - Stress and staff Well-being

The School can access Occupational Health services via the LA for monitoring and supporting staff if required. A referral must be made by the Headteacher. All staff have received Stress Awareness online training.

27. Staff Consultation and Communication

H&S is regular agenda item at each Staff Meeting. Staff can raise issues of concern and make suggestions for health and safety improvements at weekly diary meetings and staff meetings or directly to the Caretaker, School Business Manager or Headteacher. All information about health and safety can be found in the School Business Manager's office.

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

Pupils must not be left unattended whilst in class and all other times when in care of school. The agreed ratios for off-site visits is listed on item 25. All staff, visitors and regular volunteers must have DBS clearance prior to working with any pupils.

29. Training and Development

New staff are inducted on H&S arrangements by the Headteacher, establishing minimum health and safety competencies for certain activities, (e.g. risk assessment controls in place, emergency procedures, use of hazardous substances, working at height, manual handling, stress awareness, use of DSE) and certain roles (e.g. premises manager and caretaker) are required to undertake further training e.g. Asbestos Awareness, Manual Handling training. Records of all H&S training undertaken is recorded and kept in the H&S file in the School Business Manager's office. All members of Staff have undertaken Working at Height, Stress Awareness, Fire Safety and Manual Handling online training in the summer term, 2019.

30. Display Screen Equipment (DSE)

Staff who make significant use of DSE are issued with the Health & Safety Executive leaflet "Working with Display Screen Equipment" and have received online training. They should report defects in their workstation to the IT Technician. Health concerns should be discussed with the Headteacher.

31. Vehicles on Site

Staff, parents and visitors may use the school car park. Everyone is reminded to respect our neighbours when parking on the road. The refuse is collected from the skips, located in the playground, on Wednesday mornings before 8am, access is made via the main gates at the front of the school. They are not allowed access after 8am during term time. Any other deliveries should be made before or after school wherever possible, via the front entrance. No vehicles are allowed on the playground whilst children are in school. If it is deemed essential that a vehicle needs access to the playground, pupils will be kept inside until the vehicle has left. The turning circle in front of the school should be kept clear at all times. Parents are reminded of road safety arrangements regularly via the School Update.

- 32. Violence to Staff**
Any violence or the potential for violence must be reported immediately to the Headteacher who will deal with the matter. All staff must report all incidents of verbal & physical violence to the Headteacher.
- 33. 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.
- 34. Working at Height**
Suitable step ladders are available in all classrooms. The Caretaker checks all ladders for faults on a regular basis. Online training for staff has been carried out and the Lone Working Risk Assessment instructs staff not to work at height when working in school alone.
- 35. Waste Management**
Disposable nappies should be bagged and disposed of in the normal waste. Sanitary products should be disposed of by using the Sanitary Bins located in the toilets.
- 36. Water Quality/Temperature/Hygiene**
The LA make arrangements for ensuring water hygiene samples and checks take place on a monthly basis as required by the premises Water Quality Manual. The manual is located in the School Business Manager's office and the engineer employed by the LA is responsible for recording and updating the manual.
- 37. Work Experience**
Work experience is offered to students from Universities, local colleges and Holmfirth High School. Diane Price is the work experience co-ordinator and deals with arrangements for induction and supervision of students on work placement within the school.