

GREEN HILLS FIRST FEDERATION
Small village schools working stronger together



Health & Safety Policy March 2017 Thurstonland First School

**Green Hills First Federation
Denby CE (VA) First School, Farnley Tyas CE (VC) First School and
Thurstonland (VC) First 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.

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

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 EDNET at <http://www.kirklees-ednet.org.uk/subjects/health/docs/policy/index.htm>

Part 1 Health and Safety Policy Statement

Green Hills First Federation

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.

Signature:-

Signature:-

Kay Smith ~ ***Chair of Governors***

Claire Minogue ~ ***Headteacher***

Date:-

Date:-

Part 2 Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.
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.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					It is recognised that some governors are LA employees
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Policy Group					
Health and Safety Adviser					
LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser					

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

Policy-makers	
School Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Headteacher	Preserve, develop, promote and maintain the School's health and safety management system.
H&S Committee	Ensure that health and safety matters are taken into account when organisational decisions are made.
H&S Advisers	
School Leadership Team	

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below.)*
- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and 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 Heads of Dept Managers Premises 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

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 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) 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 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 Managers

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

1. To maintain an understanding of ChYPS Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;

2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 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 Health and Safety Coordinator;

- Is familiar with the responsibilities laid down in the ChYPS Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;

- Will keep up to date with Health and Safety issues and changes by making use of resources provided by ChYPS to promote H&S at work (e.g. EDNET/intranet/Newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Head of Establishment;
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process.

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

Employees [including temporary & volunteers]

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

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

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

Pupils/students [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 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

Appendix to Federation H & S Policy

Thurstonland First 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

All accidents to be reported to the Headteacher, a paper record is completed and kept within school, an electronic version completed and submitted via Lachsweb to the LA. Details are held on the office PC, and folder kept in hanging file in Heads office.

2. Asbestos

Asbestos is present in school in known locations. Headteacher is responsible for the Premise Asbestos Management Plan (PAMP) which is kept in file on office shelf. All contractors are required to have sight of the plan as they sign in. The caretaker, Denis Erlank is the deputy named person who makes sure this is done for work carried out in the school holidays. There is a Type 2 Survey in place [2010] All relevant details regarding asbestos management are to be found in this file. Staff are regularly reminded of the procedures relating to asbestos.

3. Contractors

Contractors are selected by inviting estimates for the work to be done, and these are considered by the Bursar, in consultation with the Headteacher and Governors. There is a prior meeting with the Headteacher to exchange Health and Safety information, agree safe working arrangements, risk assessments and the name of the person responsible for the contract. 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 221000 or Kirklees Council's Project Manager in Design and Property Services tel. 01484 221000.

4. Curriculum Safety

Office staff prepare the final typed risk assessment for all activities out of school, after the risk has initially been assessed by the teacher in charge. There are a range of risk assessments in place for hazardous activities, or when using specific equipment for curriculum purposes, including out of school learning. Teaching staff undertake suitable risk assessments 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

Health care plans are in place for pupils with nut allergies which are kept in the office and kitchen. Epi pen training has been undertaken by staff.

Health care plans are in place for pupils who require medication to be kept in school i.e. asthma.

The school has a medical needs policy, consent forms are signed by parents, and the staff member administering the medicine is usually Debbie Griffin or Edwina Hirst.

The medicines are kept in the fridge in the staff room. Staffroom is out of bounds to pupils.

6. Electrical Equipment [fixed & portable]

Electrical equipment is PAT tested every year, with some items on a two-year cycle. This is next due November 2017.

Full fixed wire testing is carried out every 5 years by the LA. The next full 5 year fixed wire test is due in May 2017.

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

All fire safety procedures are found in the fire safety file. The Headteacher is responsible for undertaking and reviewing fire risk assessment and organises a fire drill every term using a different alarm site. The assembly point is the recreation ground adjacent to the school. The caretaker Dennis Erlank is responsible for the maintenance of the fire exits, testing the fire alarm and the emergency lighting. The fire extinguishers are tested by Walker Fire UK Ltd on behalf of Kirklees Local Authority, and are inspected on a yearly basis.

The Fire Risk Assessment is kept in the fire safety log and updated regularly [last update November 2016]

8. First Aid

Linda Oldham and Lynne Kershaw are trained first aiders. Kate Norris and Ann Smith have a certificate in Paediatric First Aid.

The first aid boxes are kept in the disabled toilet, and a portable kit always taken out on trips away from school.

The Headteacher, Deputy Head or Assistant Head would usually take responsibility for summoning an ambulance and accompanying a child to hospital. Office staff are responsible for keeping the training file up to date, and notifying staff when re training is due.

9. Gas Safety

Gas safety checks are carried out annually by a gas safe operative, on behalf of KMC

The last check was 27th September 2016.

10. Glass & Glazing

All glass in doors is of the required standard.

11. Grounds - Safety/Security

The main door is accessed by using a key pad, for which staff are the only people to have the code. All visitors must report to the main office to be signed in. A risk assessment is carried out termly by the HT and caretaker to identify areas which may carry more risk than others. The Caretaker and Bursar are trained (Managing Safely in Schools for Site Managers IOSH).

12. Hazardous Substances (COSHH)

The caretaker, Denis Erlank, is responsible for storing and using hazardous substances. Substances are kept in a locked cupboard along the corridor, and at the entrance to the Early Years classroom.

A risk assessment is in place and an inventory of hazardous substances stored along with data safety sheets is kept in the Caretaker's file.

13. Health and Safety Advice

When advice or clarification is needed school will consult Kirklees Council Group Safety Advisor 01484 226445, ChYPS Asset Management Team, Asset Management Officer 01484 225249.

14. Housekeeping – Storage, cleaning & waste disposal

Storage space is at a minimum due to the size of the school, and each area is clearly marked with its contents. The caretaker is responsible for the cleaning of the premises, and the clearing of snow. Waste bins are kept away from the main school building and are chained together, with recycling bins kept in the locked school garden. The caretaker disposes of waste electrical appliances in accordance with regulations.

15. Handling & Lifting

A manual handling policy and risk assessment is in place and a sack cart is available for lifting heavy items. Information provided to staff upon induction and updated regularly.

16. Jewellery

The wearing of jewellery is discouraged, and only a plain pair of studs may be worn if ears are pierced, which must be removed before swimming. This information is communicated to parents within the school prospectus which is also available on the school website.

17. Lettings/shared use of premises

The Out of school Club use the premises from 8:00am until 9:00am and from 3:30pm until 5:45pm. They are a separate organisation to the school and abide by all of school policies, but carry out their own risk assessments and fire drills.

18. Lone Working

A lone working policy and risk assessment is in place. Information provided to staff upon induction and updated regularly.

19. Maintenance / Inspection of Work Equipment

All maintenance and inspection of facilities equipment is carried out by Kirklees MC on a rolling plan. Details of the schedule is kept in the hanging file in the office. Wallchart in office shows servicing schedule.

20. Monitoring the Policy and results

The HT is responsible for carrying out a bi annual H&S checklist, along with the caretaker. There is an annual review of the policy by the Governors.

21. New & Expectant Mothers

Risk assessment would be carried out individually on a member of staff should this circumstance arise.

23. Poster on Health and Safety Law

The HT is responsible for making sure this poster is up to date, it is sited in the staffroom.

24. Personal Protective Equipment (PPE)

The only protective clothing which are worn are rubber gloves for the cleaning of grazes. These are kept with the First Aid kit in the disabled WC.

25. Reporting Defects

Defects should be reported to the Headteacher who will put interim measures in place and the office staff will arrange remedial works.

26. Risk Assessments

Risk assessments are undertaken by the office staff, and reviewed by annually.

27. Signs and Signals

These are in place and comply with requirements.

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

All trips and off-site activities are risk assessed and pre-visits to venues are made whenever possible.

A wallet is prepared for the trip/activity containing risk assessment, emergency contacts – staff & students, travel information, HCP where applicable, school mobile phone and medication.

Only coaches which have 3 point belts are booked from coach hire companies. Educational Visits are logged online using the Local Authority Evolve software. School is supported by the Educational Visits Adviser Mr Ian Kirby and a member of staff has EVC (Educational Visits Co-ordinator) training, currently E Hirst.

29. Occupational Health - Stress and staff Well-being

The school buys in to the LA employee healthcare provision.

30. Other School Buildings

The school does not have any buildings off-site.

31. School Transport – e.g. minibuses

The school has part share of a mini bus, which is kept at Kirkburton First School who arrange the service and maintenance. We pay a share of the upkeep.

Linda Oldham is the authorised driver and pupils are supervised on the bus by a member of staff.

A minibus risk assessment is in place.

32. Staff Consultation and Communication

As the school is so small we communicate verbally on a daily basis about H&S matters which are dealt with quickly, usually by the caretaker.

Other methods of communication include email updates and staff meeting discussions.

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

We have a high adult/child ratio as our classes are small. Off-site LA recommended supervision ratios are 1:6 less than 8 years and 1:15, however school uses ratios of 1:5 (4-5 years) and 1:8 (6-10 years) where possible. All staff and volunteers are subject to an enhanced DBS check, carried out by the LA.

35. Swimming Pool Operating Procedures (where applicable)

The school does not have a swimming pool.

36. Training and Development

A comprehensive induction procedure is in place for staff, student teachers and volunteers with relevant information provided to them dependent upon their role in school.

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

Administration staff complete a DSE self-assessment form, which is reviewed annually. The Health and Safety Display Screen Equipment Regulations 1992 are referred to.

Ergonomic wrist rests and mouse pads are provided for staff.

39. Violence to Staff

All incidents of physical violence towards staff are reported to the Headteacher and details written in the serious incident book.

41. Welfare

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

42. Working at Height

A working at height policy and risk assessment is in place and Class 1 stepladders are available for working at height. Information provided to staff upon induction and updated regularly.

43. Waste Management

Waste is disposed of through PHS services on an annual contract which provides 8 collection visits per annum.

44. Water Quality/Temperature/Hygiene

BEH carry out all the water checks on behalf of Kirklees LA, and maintain the recording and updating of the Site Log Book which is kept in the school office.

45. Work Experience

We have public and employee liability insurance and the students usually arrive with a booklet to make sure arrangements for induction and supervision are in place. The HT is responsible for making sure all the correct procedures are followed, and liaises with the placement co-ordinator.