



# Health and Safety Policy

This policy will be reviewed: April each year

## Health and Safety Policy and Review

The school considers the Health and Safety Policy document to be important and, in conjunction with the Governing Body, undertakes a thorough review of both policy and practice each year. The outcomes of this review are used to inform the School Improvement Plan.



CURRENT

APPROVED – APRIL 2018

REVIEW – APRIL 2019

PERSON RESPONSIBLE – H&S Co-ordinator

## **Part 1 Hillside Primary School Health and Safety Policy Statement**

1. This policy statement records the school's local organisation and arrangements for implementing the LA 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. The Governing Body is also committed to ensuring, in line with the Every Child Matters legislation (2003), that every child, whatever their background or their circumstances, has the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being, and recognises the vital importance of Health and Safety policy and procedures in achieving that aim.
4. In compliance with the Health and Safety at Work etc. Act, the Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and 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 the health and safety of non-employees is not adversely affected by its activities.
5. Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. The school will review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

..... *Cynthia Dawson*..... Date: xx.04.18

**Cynthia Dawson**    **Chair of Governors**

..... *Nadine Sadler*... Date: xx.04.18

**Nadine Sadler**

**Headteacher**

## Part 2

### Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the **employer**. As the school is a Community School, **Kirklees Council** as the Local Authority (LA) is the employer. Accordingly, the governors have an obligation to ensure that the LA Health and Safety Policy is implemented. The school has formally adopted this Policy and adapted it where necessary and will implement this Policy in its entirety.

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**– *Governors, Headteacher, School Leadership Team, Finance and Resources Committee, Health and Safety Adviser* (see Appendix 1),

**Planners** – *Governors, Headteacher, School Leadership Team, Deputy Head, Health and Safety Co-ordinator, Finance and Resources Committee* (see Appendix 2),

**Implementers** – *Headteacher, School Leadership Team, Deputy Head, Teachers, Teaching and Classroom Assistants, Learning Support Staff, Communicators, Deaf Support Workers, Admin Staff, Caretaker*

**Assisters**– *Health and Safety Coordinator, Caretaker, Finance and Resources Committee, Health and Safety Adviser, LA Officers e.g. ChYPS Staff* (see Appendix 3)

and

**Employees.**

***A list of named officers is set out in Appendix 4.***

**Policy-makers – Governors, Headteacher, School Leadership Team, Finance and Resources Committee, Health and Safety Adviser** (see Appendix 1)

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.

The Policy makers:

- Will be familiar with the overall responsibilities laid down in the LA 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 health and safety 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 health and safety issues;
- Will set health and safety targets (with Planners) to improve health and safety performance;
- Is required to monitor that the health and safety 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.
- Will seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer (or equivalents) as appropriate and take actions as necessary;
- Will ensure that the auditing of health and safety takes place and that action plans are developed as a result of the audit;
- Will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- Will inform the LA of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

**Planners – Governors, Headteacher, School Leadership Team, Deputy Head, Health and Safety Co-ordinator, Finance and Resources Committee** (see Appendix 2)

Develop the local plans to achieve 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 LA 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 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 the Headteacher as Premises Manager (see **Implementers**) and the Assistant Head – Inclusion as Health and Safety Co-ordinator (see **Assisters**);
- Ensure that these staff receive appropriate Health and Safety 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 suitable and sufficient training, instruction and information is provided as 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 LA Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that Health and Safety Policy can be implemented effectively and advise the GB and/or 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 Health and Safety 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 Health and Safety is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as School Leadership Team);
- Draw up any Action Plans required from the results of the Premises Health and Safety 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 Health and Safety Team;
- Advise the GB and others of the results of any Health and Safety 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.

**Finance and Resources Committee**

The school will establish a Finance and Resources Committee which will meet at least once per term and will consider health and safety planning and organisation, the implementation of policies and 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 Health and Safety is a regular agenda item in these meetings.

A termly report to the Governing Body outlining achievements against the Health and Safety plan and an annual report outlining KPIs will be included in the Headteacher’s Report to Governing Body Meetings. As a minimum, the annual 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, School Leadership Team, Deputy Head, Teachers, Teaching and Classroom Assistants, Behaviour Support Officers, Family Support Officers, Admin Staff, 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 Kirklees Council 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 Health and Safety problems and rectifying them if possible
  - Challenging poor Health and Safety performance or attitudes
  - Communicating regularly about Health and Safety
  - Reporting any minor accidents/incidents in writing on the Record of Minor Incidents Form (Appendix 6)
  - Reporting any potential hazards/concerns/near misses in writing on the Health & Safety Concern Form (Appendix 7)
- 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 Health and Safety 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 and 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 Health and Safety plans);
- Encourage participation in Health and Safety and ensure that communication about Health and Safety 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 Health and Safety takes place e.g. by taking part in Premises Health and Safety 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 Health and Safety 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 Health and Safety standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council Health and Safety Adviser or other specialist as required;
- Make use of other resources provided by the Kirklees Council to promote Health and Safety at work (e.g. intranet/Newsletters).

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PERSON RESPONSIBLE – H&S Co-ordinator

### Teaching staff

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 LA Health and Safety Policy. These are reproduced here:**

1. To maintain an understanding of LA Health and Safety Policy arrangements and the premises 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 making 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 Coordinator, Caretaker, Finance and Resources Committee, Health and Safety Adviser, LA Officers e.g. ChYPS Staff** (see Appendix 3)

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.

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 LA 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 LA to promote Health and Safety at work (e.g. EDNET/intranet/Newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of Health and Safety Inspections/Audits as directed, but the overall responsibility rests with the Headteacher;
- 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.

**Employees (including temporary and volunteers) – Governors, Headteacher, School Leadership Team, Deputy Head, Health and Safety Governor, Teachers, Teaching and Classroom Assistants, Learning Support Staff, Communicators, Deaf Support Workers, Admin Staff, Caretaker, Finance and Resources Committee, Health and Safety Adviser, LA Officers e.g. ChYPS Staff**

Irrespective of their position within the school organisation, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them. All employees in the establishment must be aware of the responsibilities of Employees laid down in the LA 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

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

Incidents resulting in minor injuries will be recorded on the Record of Minor Incidents form (Appendix 6). Staff will report any major accidents to the Administration Office and a Health and Safety Incident Form IR/01 will be completed. The Headteacher and H&SCo will be informed by the Administration Office of any major accidents. The Headteacher and H&SCo will determine whether such accidents merit further investigation and organise any investigation needed. The Headteacher will also be responsible for reporting to the LA.

### 2. Asbestos

Hillside Primary School is a new build (2009), and as such, does not contain any asbestos. The school holds a PAMP file in Health & Safety File with a statement to this effect.

### 3. Contractors

If the school is managing its own project, the Headteacher will be responsible for considering how contractors are selected, making arrangements for induction of contractors to exchange health and safety information and agreeing 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. If the project is through the LA, the Headteacher will liaise with the LA School Link Asset Management Officer or Kirklees Council's Project Manager in Design and Property Services: tel. 01484 221000.

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

All teaching staff will be responsible for drawing up suitable (written) risk assessments prior to commencing hazardous activities. Risk assessments are in place and should be consulted when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment and ensuring safety in specific subjects such as PE, Science, Technology/CDT.

### 5. Drugs & Medications

Administration of drugs and medication is dealt with under the Supporting Pupils with Medical Conditions Policy.

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

Portable Appliance Testing will be carried out annually by S&G Electrical Ltd. All staff will be responsible for and visually check electrical equipment utilised by them and will report any defects or concerns to the Caretaker, either in person or on the Health & Safety Concern Forms (Appendix 7). Pupils will not be permitted to have personal electrical equipment in school unless medically necessary. The LA will also carry out an annual inspection of equipment in different or more specialised parts of the site such as school kitchens.

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

The Headteacher in conjunction with the H&SCo, the Caretaker and the Finance and Resources Committee will be responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills, emergency and evacuation procedures to be followed, staff with special responsibilities e.g. sweepers, 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. Details are set out in the Fire Procedure Policy and the School Emergency Policy.

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**Fire Risk Assessment** The Headteacher in conjunction with the H&SCo, the Caretaker and the Finance and Resources Committee will be responsible for the Fire Risk Assessment which will be reviewed annually.

### **8. First Aid**

The list of First Aiders is in Appendix 4. These adults are the appointed first aid staff. Sam Beck is responsible for checking and restocking the first aid boxes which are kept in school. The Administration Office personnel will summon any ambulance and the Headteacher/member of the SLT will accompany children to hospital if necessary. The first aid staff will receive training and retraining as necessary in first aid and all staff will receive training for the medical needs of children where appropriate (e.g. epipen training).

### **9. Gas Safety**

The LA will conduct a six-monthly inspection and examination and the record of inspection is kept in the Office.

### **10. Glass & Glazing**

Hillside Primary School is a new build (2009), and all the glass in school is safety glass, as specified in the original design. All glass is of the highest standard; therefore children are safe from any problems with glass throughout the school and grounds.

### **11. Grounds - Safety/Security**

The Caretaker will be responsible for making arrangements for safe access to/egress from school and for regular checks. The Caretaker checks the grounds at least monthly, and the pathways daily before the children come into school. The gates are password protected. External doors are kept closed from 9.00 am onwards, except for 3 x Key Stage 2 classes and 2 x Key Stage 1 classes – to enable toileting. There are CCTV cameras in areas where there could potentially be challenges.

The pond area is locked off, and keys are kept in the main office. The pond has a sign which says 'No children allowed without an adult'. The decking area has wire to ensure slips on a wet surface are kept to a minimum. The greenhouse has panels of polycarbonate, rather than glass.

The Administration Office staff are responsible for controlling visitor access and signing in arrangements. Entrance to Reception is by proximity ID card or via the Office where there is a panic button. All staff have a proximity ID card with their photograph on and a green lanyard. Visitors have to sign in and are given a lanyard and ID badge with their photograph on. DBS-checked visitors will be given blue lanyards. All other visitors will be given red lanyards to aid identification by staff and pupils. When they leave, visitors sign out and return the badge and lanyard. A risk assessment has been completed in respect of Administration Office staff who are at greater risk of injury.

All staff will share responsibility for maintaining site security (e.g. keeping doors shut).

### **12. Hazardous Substances (COSHH)**

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

### **13. Health and Safety Advice**

The Headteacher in conjunction with the Caretaker and the Finance and Resources Committee will obtain competent health and safety advice as and when necessary from e.g. Kirklees Council Group Safety Advisor, Asset Management Team and/or Asset Management Officer tel 01484 221000.

#### **14. Housekeeping – Storage, cleaning & waste disposal**

The school is a new build (2009), and all storage and waste disposal systems are of the highest standard. The bins are stored at the appropriate distance from the school building. School has appropriate signage for wet floors, which is used. The LA monitors the standard of the cleaning on a regular basis, and any shortcomings are rectified immediately and recycling arrangements are in accordance with WEEE regulations. Electrical appliances are disposed of at the LA waste disposal sites. Glass or sharp objects are wrapped thoroughly, placed in a marked box and then disposed of. The snow is cleared by the Caretaker to provide a footpath of accessibility.

#### **15. Handling & Lifting**

All staff have a responsibility to identify activities involving lifting/handling where there is any risk of injury and should inform the Headteacher. Staff are aware that they should not attempt to lift anything where there is any risk, but to call on the services of the Caretaker who has training in Handling and Lifting. Risk assessments will be completed to identify precautions to minimise manual handling tasks and other staff will be trained in manual handling if appropriate.

#### **16. Jewellery**

Children are not allowed to wear jewellery in school, except for watches in Key Stage 2 and one pair of small, plain stud earrings. These stud earrings must be removed by the child for PE lessons or if the child is unable to remove them they must not be worn on PE days. This stipulation is repeated in the prospectus and in the initial 'Welcome' meetings for new children. If a child does wear any other jewellery to school, the child is asked to remove it, and it will be kept in the main office until home time when it will be returned with a note for parents re-iterating that jewellery should not be worn. If any earrings are worn which cannot be removed by the child, these are covered with plasters for PE, and the parent/carer informed that jewellery is not worn in school.

#### **17. Lettings/shared use of premises**

The Headteacher is responsible for setting restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fairs and other fund raising events, emergency lighting, lighting for paths on an evening, public entertainment license. The Headteacher will carry out risk assessments for each individual event.

#### **18. Lone Working**

Please see Lone Working Policy.

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

All furniture in school meets current fire regulations ie fire retardant.

All steps and ladders conform to safety guidelines. Ladders are checked every three months by the Caretaker, who is trained in the use of access equipment. Only the Caretaker uses ladders other than the safety-rail ladders with three steps provided in school for working at height to put up displays etc. Staff are fully aware of only using these ladders.

PE equipment is checked annually, and a record kept in the office. Any potentially defective equipment is withdrawn and repaired or replaced.

School has a contract with Kirklees to monitor and service the heating system.

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

## HILLSIDE PRIMARY SCHOOL HEALTH & SAFETY POLICY

The Caretaker is responsible for the upkeep of the fire alarm, the emergency lighting and the panic alarm, and has received the appropriate training. This is done on a three monthly basis. Kirklees Fire Officers also monitor the fire alarm system on a regular basis.

Fire extinguishers are checked annually by Pegasus, copies of the inspection records are kept in the Office.

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

### **20. Monitoring the Policy and results**

The Headteacher and the H&SCo together with the Finance and Resources Committee will complete a bi-annual Health and Safety checklist. The H&SCo produces an Action Plan. Key Performance Indicators are as set out in Part 4 of this Policy.

### **21. New & Expectant Mothers**

The term “new and expectant mothers” refers to a woman who is pregnant, who has given birth within the previous six months or is breastfeeding. ‘Given birth’ is defined in the Management of Health and Safety at Work Regulations as ‘delivered a living child or after 24 weeks of pregnancy, a stillborn child’.

Upon written notification of the pregnancy, an initial risk assessment and a specific personalised risk assessment will be completed by the Headteacher or H&SCo. Any significant findings of the risk assessment will be communicated to all female employees of child bearing age. Employees are informed within the staff handbook that they should notify the Headteacher in writing as early as possible, when they are pregnant, breastfeeding, or have given birth within the last six months.

All risk assessments are reviewed annually , or sooner if necessary, and these and associated documentation is kept in the main office.

### **22. Noise**

All staff are responsible for ensuring that any risks from noise are reported to the Headteacher as soon as possible so that appropriate action can be taken.

### **23. Personal Protective Equipment or Clothing (PPE)**

The Headteacher will complete a risk assessment relating to nappy changing and cleaning of children and premises where a child has soiled itself or vomited and will ensure that a supply of relevant PPE is provided free of charge.

### **24. Poster on Health and Safety Law**

The Headteacher is responsible for siting this poster and keeping it up to date.

### **25. Reporting Defects**

All staff are responsible for reporting hazards or potential hazards on the Health and Safety Concern Form to the Headteacher or the H&SCo who shall decide on interim measures to be taken pending rectification and will arrange for remedial works to be carried out. In addition, all staff will make a note of any non-dangerous defects in their classroom and notify the Headteacher or H&SCo who will arrange for remedial works.

### **26. Risk Assessments**

All teaching staff are responsible for ensuring RAs are undertaken for any class activities that require RAs. The RAs must be presented to the Headteacher or H&SCo for review. All Risk Assessments for everyday school issues, and their annual reviews, are undertaken by the H&SCo, although the Headteacher retains ultimate responsibility.

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PERSON RESPONSIBLE – H&S Co-ordinator

### **27. Signs and Signals**

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

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

The school will follow the LA guidelines in respect of all school trips and off-site activities (please see The Educational Visits Policy).

### **29. Occupational Health - Stress and Staff Well-being**

The school takes staff well-being very seriously and works hard to maintain good morale. The Headteacher is responsible for the pastoral care of all staff. The school will work with any employee suffering with stress to ensure a swift recovery. Referrals may be made to Employee Healthcare to support staff. The school will follow the LA guidelines in all matters relating to Occupational Health.

### **30. Other School Buildings**

The school does not have other buildings off site.

### **31. School Transport – e.g. minibuses**

The school owns two minibuses and these are serviced and maintained in accordance with LA guidelines. Copies of the licences of members of staff who are Kirklees authorised minibus drivers are kept in the Office. Where a member of staff drives a minibus containing school members, another member of staff is always present to deal with the children. The Kirklees authorised drivers will be responsible for undertaking checks on minibuses and pupil supervision arrangements thereon.

### **32. Smoking**

The school is completely non-smoking. Staff who do smoke can do so at the end of Headfield Road. Parents are made aware of this policy within the prospectus.

### **33. Staff Consultation and Communication**

The Finance and Resources Committee will meet termly. Its terms of reference are set out as Appendix 5. Health and Safety is a regular item included in the Headteacher's Report to Governing Body meetings.

All staff have a duty to raise issues of concern with the H&SCo on the Health and Safety Concern Form and the H&SCo will welcome any suggestions for health and safety improvements. This is re-iterated within the staff handbook, and during the induction interview. Health and Safety is a standing item on all Staff and Support Staff Meetings. Staff will be informed of health and safety matters in meetings or by e mail or by memoranda circulated by the H&SCo or Headteacher as and when necessary.

Information about health and safety can be found in the Health and Safety folder in the Headteacher's office.

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

All staff have a responsibility not to leave pupils unattended during curriculum time or at any other times when in the care of the school. The school will follow LA guidelines in respect of ratios for off-site visits and requirements for criminal conviction clearance.

The guidance is at least:

1:15 where risks are normal (local church, local library)

1:10 outdoor activities (Summer); residential where teachers are not involved in activities ie pastoral care only.

1:8 residential where teachers lead activities.

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1:6 for children less than 8 years

1:4 for children in the Foundation Stage.

### **35. Swimming Pool Operating Procedures (where applicable)**

The school has adopted the LA Safe Practice in Swimming Pools, KAL Pools and other Swimming Activities 2008.

### **36. Training and Development**

New staff and students will be inducted on health and safety arrangements by their line manager and via the Staff Handbook which will contain information on minimum health and safety competencies for certain activities, (e.g. risk assessment controls in place, emergency procedures, use of hazardous substances, work at height, use of VDU's) and certain roles (e.g. H&SCo, Caretaker). All new staff and students will sign an agreement to say this has been completed. This record is kept by both the line manager and the Health and Safety Co-ordinator.

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

An employee is defined as a 'user' if they use display screen equipment (DSE) continuously for more than 2 to 3 hours a day. The Headteacher will arrange appropriate training for staff who make significant use of VDU's and will deal with all reports of defects in workstation and health concerns, including making arrangements for eyesight testing where necessary. The school will follow LA guidelines on the maximum time to be spent on VDU without a break.

### **38. Vehicles on Site**

All staff will be aware of the health and safety risks inherent in the car parking area. Parents are not allowed to bring their vehicles on site, unless they have the express permission of the Headteacher. This information is relayed to parents at both the 'Welcome' meetings and within the Prospectus. Parents and children are actively discouraged from walking through the car park. On Monday, Wednesday and Friday mornings and Tuesday and Thursday afternoons, a staff and pupil traffic patrol monitors the car park and roundabout.

### **39. Violence to Staff**

Any incidents of physical or verbal violence are reported to the Headteacher, who will take the appropriate action, which may include banning the person from the site. Designated staff are also trained in 'Team Teach', which aims to de-escalate a situation before it reaches the point where violence has the potential to occur. Team Teach includes staff training on the use of physical intervention of children, should this last resort be necessary (see the Positive Handling Policy). The school building is built to ensure that access into school is well controlled. There are also CCTV cameras around the areas where violence is perceived to be most likely to occur. As noted earlier, the main entrance into school through the main door is well protected, an alarm button is located under the desk in the Office, and individual alarms are also available if staff feel they may be needed. If it is considered that there could be any violence within a meeting, then there are always two members of staff in attendance, with others on standby, should any trouble occur.

### **40. Vibration**

Not applicable.

### **41. Welfare**

The Caretaker will be responsible for making arrangements 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**

All steps and ladders conform to safety guidelines. All staff and students are made fully aware that the only ladders they are to use are the small step ladders with three steps which are available in each store room. They are also aware that they MUST use these, rather than climb on desks, chairs etc. This is re-iterated in the staff

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and student handbooks, and is included within the induction session. Only the Caretaker is trained to climb a ladder which is any taller than this. Ladders are checked at least biannually. School does not lend the school ladders to outside contractors – they are required to bring and use their own. No pupils will be allowed to use steps or ladders.

**43. Waste Management**

LA approved contractors will be responsible for the disposal of specific waste which needs to be disposed of environmentally (e.g. sharps/needles, body fluids etc). The Caretaker has been trained in the disposal of bodily fluids.

**44. Water Quality/Temperature/Hygiene**

The Caretaker will be responsible for making arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual, and will record and update the Manual, which is located in the Office.

**45. Work Experience**

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

**Copies of all relevant policies will be kept in the Health and Safety File in the School Office.**

## Part 4

### Key Performance Indicators

Key Performance Indicators are the annual targets/objectives that the governing body/school set themselves in relation to their own health and safety policy and the subsequent organisation /arrangements in place to meet that policy.

The intention is that there are various areas which need to be monitored and are usually set out as target numbers planned, against actual number completed, and can be in exact figures or percentages, whichever is best for the situation.

The KPIs for the school are:

- Health and Safety Policy reviewed and updated annually
- All general Risk Assessments reviewed annually
- No. of Accidents/Incidents ( to Children and Staff) analysed for trends annually
- No. of ill health cases due to work (e.g. stress or repetitive strain injury) analysed for trends annually
- No. of Finance and Resources Committee Meetings held during the year
- Safety Meeting with Staff held annually following questionnaire
- Internal inspections completed once a term, findings acted upon and recommendations implemented
- Fire evacuations completed once a term and any issues arising acted upon.
- No. of Fire Alarms (Tests and False Alarms)
- Annual review of necessary qualifications/training for staff and training programme implemented
- Governors' Health and Safety Report completed annually
- External Premises Fire Safety Inspection completed annually, findings acted upon and recommendations implemented.
- Electrical Equipment/Appliance Testing [fixed & portable] completed annually by the LA, findings acted upon and recommendations implemented.
- Annual review of security procedures for access to/egress from school premises.
- Water hygiene samples and checks completed as required by the premises Water Quality Manual, and the Manual updated.

The KPIs will be monitored by the Finance and Resources Committee which will compile the Governors' Health and Safety Report and make recommendations to the Governing Body.

## Appendix 1

### The Policy-makers

*Governors, Headteacher, School Leadership Team ("SLT"), Finance & Resources Committee ("FRC"), Health and Safety Adviser*

<b>Title</b>	<b>First Name</b>	<b>Surname</b>	<b>Why?</b>
Mrs	Karen	Allison	Governor; Member of FRC
Mrs	Cynthia	Dawson	Governor; Member of FRC
Mrs	Navneet	Kaur	Member of SLT
Mr	Keith	Lockwood	Member of SLT; Member of FRC
Mrs	Jill	Mellor	Governor
Mr	Umar	Muktar	Governor; Member of FRC
Mr	Richard	Myers	Member of SLT
Ms	Clare	Neary	Governor; Member of FRC
Rev	Debby	Plummer	Governor; Member of FRC
Mrs	Margaret	Rogers	Member of SLT
Mrs	Nadine	Sadler	Headteacher; Governor; Member of FRC
Mr	Simon	Thomson	Governor
Mrs	Carol	Waters	Governor
Mr	Stan	White	Member of SLT

## Appendix 2

### Planners

*Governors, Headteacher, School Leadership Team, Deputy Head, Health and Safety Co-ordinator ("H&SCo"), Finance & Resources Committee ("FRC")*

<b>Title</b>	<b>First Name</b>	<b>Surname</b>	<b>Why?</b>
Mrs	Karen	Allison	Governor; Member of FRC
Mrs	Cynthia	Dawson	Governor; Member of FRC
Mrs	Navneet	Kaur	Member of SLT
Mr	Keith	Lockwood	Member of SLT; Member of FRC; Deputy Head
Mrs	Jill	Mellor	Governor
Mr	Umar	Muktar	Governor; Member of FRC
Mr	Richard	Myers	Member of SLT
Ms	Clare	Neary	Governor; Member of FRC
MrsRev	Debby	Plummer	Governor; Member of FRC
Mrs	Margaret	Rogers	Member of SLT, H&SCo
Mrs	Nadine	Sadler	Headteacher; Governor; Member of FRC
Mr	Simon	Thomson	Governor
Mrs	Carol	Waters	Governor
Mr	Stan	White	Member of SLT, H&SCo

## Appendix 3

### Assisters

*Health and Safety Coordinator (“H&SCo”), Caretaker, Finance & Resources Committee (“FRC”),  
Health and Safety Adviser, LA Officers*

<b>Title</b>	<b>First Name</b>	<b>Surname</b>	<b>Why?</b>
Mrs	Karen	Allison	Governor; Member of FRC
Mrs	Cynthia	Dawson	Governor; Member of FRC
Mr	Keith	Lockwood	Member of SLT; Member of FRC; Deputy Head
Mr	Howard	Marshall	Caretaker
Mr	Umar	Muktar	Governor; Member of FRC
Ms	Clare	Neary	Governor; Member of FRC
Rev	Debby	Plummer	Governor; Member of FRC
Mrs	Nadine	Sadler	Headteacher; Governor; Member of FRC
Mr	Stan	White	Member of SLT, H&SCo

## Appendix 4 Named Officers

**Premises Manager: Nadine Sadler: Headteacher**  
**Health and Safety Coordinator: Stan White - Assistant Head**  
**Caretakers Howard Marshall**

### Fire Marshals:

- Zone 1: Responsible Fire Person Nadine Sadler (or Keith Lockwood in her absence).
- Zone 2: Richard Myers (or Sara Black in his absence).
- Zone 3: Navneet Kaur (or Rachel Hinchliffe in her absence).
- Zone 4: Margaret Rogers (or James Lewis in her absence).
- Zone 5: Wendy Farrand (or Sarah Barlow in her absence).
- Zone 6: Stan White (or Deborah Heywood or Jill Mellor in his absence)

### First Aid Personnel (as at 09.04.18)

#### Adult First Aid

Member of Staff	Type of First Aid Qualification	Accredited from...	Expires
Samantha Beck	St John Ambulance First Aider	21.02.16	N/a
Deborah Heywood	First Aid at Work (3 day)	13.06.17	13.06.18
Samantha Beck	First Aid at Work	14.09.16	14.09.19
Hannah Brear	Emergency First Aid at Work	17.10.16	17.10.19

#### Paediatric First Aid

Member of Staff	Type of First Aid Qualification	Accredited from...	Expires
Deborah Heywood	Paediatric First Aid – Level 3	07.05.15	07.05.18
Emma Keating	Paediatric First Aid – Level 3	07.05.15	07.05.18
G Stan White	Paediatric First Aid – Level 3	22.09.15	22.09.18
Dionne McGoldrick	Paediatric First Aid – Level 3	29.09.15	29.09.18
Zainab Haddouche	Paediatric First Aid – Level 3	26.11.15	26.11.18
Agnieska Dziopa	Paediatric First Aid – Level 3	26.11.15	26.11.18
Gabriella Medvidova	Paediatric First Aid – Level 3	05.05.16	05.05.19
Hayley Kidger	Paediatric First Aid – Level 3	24.06.16	24.06.19
Deborah Mason	Paediatric First Aid – Level 3	04.10.16	04.10.19
Aelisia Wilson	Paediatric First Aid – Level 3	22.03.17	22.03.20
Laura Storer	Paediatric First Aid – Level 3	16.05.17	16.05.20
Richard Myers	Paediatric First Aid – Level 3	20.06.17	20.06.20
Wioletta Sroda	Paediatric First Aid – Level 3	27.09.17	27.09.20
Dave Spencer	Paediatric First Aid – Level 3	19.10.17	19.10.20
Saima Ishaq	Paediatric First Aid – Level 3	14.11.17	14.11.20
Kirenpreet Kaur	Paediatric First Aid – Level 3	20.03.18	20.03.21

#### Epilepsy Awareness & Rescue Medication

Member of Staff	Type of First Aid Qualification	Accredited from...	Expires
Sarah Barlow	Epilepsy Awareness & Rescue Medication	22.01.14	N/a
Deborah Heywood	Epilepsy Awareness & Rescue Medication	22.01.14	N/a
Jo Smith	Epilepsy Awareness & Rescue Medication	22.01.14	N/a
Vicki Ramsden	Epilepsy Awareness & Rescue Medication	22.01.14	N/a
Margaret Rogers	Epilepsy Awareness & Rescue Medication	25.09.15	N/a
Camilla Wells	Epilepsy Awareness & Rescue Medication	25.09.15	N/a
Cynthia McLeod	Epilepsy Awareness & Rescue Medication	25.02.16	N/a

#### Mental First Aid

Member of Staff	Type of First Aid Qualification	Accredited from...	Expires
Deborah Heywood	12 Hour Mental First Aid	14.01.10	N/a

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## Appendix 5

### The Governing Body Finance and Resources Committee

#### Name of Committee

Finance and Resources Committee

#### Purpose

To provide support and challenge to the leadership of the school and to hold them to account in relation to the use of resources to support the priorities of the school including: the leadership of teaching and learning; the school budget; the employment and development of staff; the premises.

#### Membership

Cllr Karen Allison, Cynthia Dawson, Keith Lockwood, Umar Muktar, Clare Neary, Debby Plummer, Nadine Sadler

#### Quorum

Three governors

#### Terms of reference

1. To ensure the school adheres to the local authority's conditions of the Scheme for Financing Schools and Financial Regulations.
2. To ensure the school meets the relevant statutory requirements in relation to the School Financial Value Standard (SFVS) and that financial resources are managed effectively and the school provides value for money.
3. To produce the annual budget for presentation to the governing body for approval including the delegation of responsibilities to budget managers.
4. To monitor the budget on a regular basis and provide termly updates (as a minimum) to the GB.
5. To exercise virement between heads of expenditure of the budget up to a limit of £6,000 (as agreed by the Governing Body).
6. To make decisions in respect of service agreements and contracts up to a specified limit.
7. To make recommendations to the governing body with regard to a policy on charging and remissions.
8. To oversee the longer term strategic planning of the school finances.
9. To review reports by internal audit as to the effectiveness of financial procedures and controls.
10. To monitor the income and expenditure of all non-public (voluntary) funds and ensure an audit of these funds is carried out annually.
11. To ensure that finance committee minutes and all decisions made are reported to the next meeting of the governing body.
12. Ensure a staffing structure is in place which meets the needs and priorities of the school and that requirements in relation to safer recruitment practices are met.
13. Ensure that a system is in place for staff appraisals and related CPD provision.
14. Make decisions on pay awards for staff following recommendations from the head teacher/review governors based on the outcome of the appraisal process.
15. Ensure a robust system is in place to monitor the quality of teaching and address underperformance.
16. Ensure that responsibilities in relation to NQT are met and to support new school leaders as relevant.
17. Ensure matters of school security, school premises and health and safety are addressed.
18. Monitor and review on a scheduled basis relevant statutory policies including:
  - a. Health and safety
  - b. Staff appraisal
  - c. Staff pay and conditions
  - d. Staff discipline, conduct and grievance
  - e. Accessibility plan



## Appendix 6

### Record of Minor Incidents (Note: Incidents resulting in major injury should be notified immediately to the LA and reported on the JCAD LACHS on-line Form. See Karen or Sue in Office).

Date of Entry	Name of Child/Young Person	Class	Description of Accident/Incident	Details of Injury	Zone of Incident (see map)	Incident		First Aid Given	Cause of Incident	Parents Informed	Name of First Aider Recording
						Date	Time				

This form should be retained at the school.

**Headteacher/Health & Safety Co-ordinator:**

**Date:**

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## Appendix 7 Health and Safety Concern Form

**Date of record:**

**Nature of Concern/Near Miss:**

**Where?**

**Details of Concern/Near Miss:**

(If necessary, please continue on separate sheet and attach securely to this sheet)

**Name of recorder:**

**Signature of recorder:**

**Action taken (by Caretaker, H&SCo or Headteacher):**

**Signature:**

**Date:**