

Model Framework for a School Health and Safety Policy - Template

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

Mill lane Primary School

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 representatives forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]

[Insert signature]

[Insert Name], H Farooq

[Insert Name], C Barlow

[Insert date] Nov 2016

[Insert date] Nov 2016

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.

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

The Policy makers;

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

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor.*
 - *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 chose 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 employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

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

Part 3 Detailed Arrangements and Procedures

Mill Lane Primary 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**

Accidents will be notified to the headteacher (or person deputising in their absence). Investigation and reporting will be undertaken by the headteacher (or most appropriate member of the senior leadership team SLT). M Hall will report to the authority on direction and on behalf of the headteacher.

2. **Asbestos**

The PAMP manual is located in the tall cupboards currently outside the main office. The current headteacher (Christine Barlow) is the duty holder. All external contractors are directed by either M Hall (School Business manager) or S Haigh (Caretaker) prior to work commencing and the PAMP is consulted at this point. Staff do not make any changes to the fabric of the building without it first being approved by the headteacher; any such work is usually carried out by the caretaker.

3. **Contractors**

Staff should report concerns to the headteacher. When the project is through the LA school should liaise with ChYPS School Link Asset Management Officer tel. 01484 225249 or 860 5249 or Kirklees Council's Project Manager in Design and Property Services tel. 01484 226081 or 860 6081. Contractors are chosen from Kirklees approved lists. Meetings take place between the School Business manager, the headteacher and the caretaker at the beginning of any project when potential issues are identified and resolved.

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

All staff employed in the school have qualification requirements to teach activities; staff are familiar with e.g. "Safe Practice in Physical Education and School Sport" and school's policies. Risk assessments are undertaken and reviewed for all aspects of the curriculum where there exists a potential hazard/danger. They are stored centrally in the tall cupboards outside the main office. Staff are required to undertake specific risk assessments for new/one off activities as they arise and locate them in the central store or attach them to the specific planning for that subject.

5. **Drugs & Medications**

6. *All care plans are stored centrally and updated as new information is received. Mill Lane Primary School follows "Managing Medical Conditions or Needs" which is adopted from Kirklees. This is available on the school's website.*

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

Portable electrical equipment is tested annually (PAT testing) by an external contractor. Records are kept internally and items are labelled to identify that they have been tested and passed. Whiteboards are tested at least annually. The school kitchen is tested by Kirklees as is all caretaking equipment. School maintains central records of all items it arranges the testing for.

- 8. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**
Fire risk assessments are undertaken annually by the headteacher on behalf of the governing body; fire practice drills are undertaken three times a year (termly) which enables children and adults to remain familiar with the procedures and assembly points. Fire alarm testing and emergency lighting testing is carried out by the caretaker in accordance with advice from Kirklees fire safety – this is recorded in Fire Safety Log Book. Emergency procedures are reviewed annually by the headteacher.

Fire Risk Assessment

Evacuation and other fire risk assessments are undertaken by the headteacher on behalf of the governing body annually.

- 9. First Aid**
First aid boxes are kept in the main office and an additional box is taken into the playground at lunchtime. Staff have a small selection of items in classrooms eg gloves, wipes. Central stocks are managed by M Hall. In the event of an ambulance being called the office staff will make the call and liaise with the emergency services. Senior staff will delegate a member of staff to open the gates to allow access. An adult will accompany the child to hospital and this will be decided by SLT at the time of need taking into consideration the needs of the child and the needs of the school.

- 9. Gas Safety**
Checked annually and recorded in the health and safety folder.

- 10. Glass & Glazing**
All glass in doors, side panels is safety glass, all replacement glass will be of safety standard. Additions to the building will always incorporate safety glass.

- 11. Grounds - Safety/Security**
All external gates are kept locked between 9.20am and 3.20pm apart from when they are opened to allow visitors onto the premises. There is an entry intercom with cameras to enable the office staff to see who is being let in. All visitors are asked to sign in and wear a red visitor's badge – even if they have a Kirklees badge. Doors in and out of school are locked at all times and can only be opened from the inside using a release button or from the outside using a security fob (issued to staff only). The grounds are maintained to a high standard by the caretaker on a regular basis and a gardener attends annually to cut back heavy overgrowth. Termly safety walks undertaken by staff, governors and pupils identify potential hazards.

- 12. Hazardous Substances (COSHH)**
COSHH documentation is provided by caretaking services. All hazardous substances are kept locked in the caretaker's room at all times.

- 13. Health and Safety Advice**
Mill Lane has requested and received a full health and safety audit which was undertaken by Patrick McCann GradIOSH, Group Safety Advisor, Corporate Safety Unit Tel: 01484 226445 (860 6445) on 30th April 2014. At the point of writing this policy the notes and action plan from that audit are being acted upon.

- 14. Housekeeping – Storage, cleaning & waste disposal**
Regular (TERMLY) reviews of the premises review storage and address any issues. Waste disposal is appropriate to the needs of the waste. Rubbish is removed daily to

the bins and weekly by Kirklees.

15. Handling & Lifting

There should be little heavy lifting in school but when there is a specific need Eg a child who requires assistance, advice is sought and adults are trained. Staff are advised to only move heavy objects with another adult.

16. Jewellery

School acts on the advice of Kirklees and does not allow any jewellery during PE. Small earrings and a small watch may be permitted within school. This is communicated via the website, newsletters and when joining the school.

17. Lettings/shared use of premises

See letting policy.

18. Lone Working

Staff should not, as a matter of course, work alone. In circumstances where this is unavoidable they must let another adult know where they are and at what time they expect to finish. It is advised that individuals carry a mobile phone if they are working alone and report their entry in to and out of the building to a colleague who is aware of their planned working pattern.

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

PAT testing undertaken every year for small electrical items. Gym equipment inspected annually by Kirklees. Outdoor play equipment inspected annually by Kirklees. Ladder inspected annually internally. Water is checked half termly and gas is checked annually.

20. Monitoring the Policy and results

The governing body appoint an individual responsible for health and safety who undertakes these checks with the headteacher and caretaker who carry out routine checks in school.

21. New & Expectant Mothers

Each individual pregnancy is dealt with as it arises and specific risk assessments are undertaken at the time.

22. Noise

N/A

23. Poster on Health and Safety Law

Headteacher, business manager and health and safety governor ensure the correct poster is displayed.

24. Personal Protective Equipment (PPE)

N/A

25. Reporting Defects

Hazards and defects are reported to the head teacher (or other member of SLT) and immediate action is taken to ensure safe practice.

26. Risk Assessments

The head teacher is responsible for ensuring risk assessments are undertaken and

reviewed.

- 27. Signs and Signals**
These are monitored as part of fire risk assessments and health and safety monitoring procedures.
- 28. School Trips/ Off-Site Activities see also item 31**
All off sites visits recorded using EVOLVE. Off sites visits checklists are used to ensure all precautions are taken. Parental consent gained for all off site visits. Kirklees guidance used for supervision ratios.
- 29. Occupational Health - Stress and staff Well-being**
Due to the small number of staff in school everyone's well being is monitored on an informal basis. Working hours are restricted to ensure people have a work life balance. More formal support is used via referrals to Kirklees staff well being if needed.
- 30. Other School Buildings**
N/A
- 31. School Transport – e.g. minibuses**
N/A
- 32. Smoking**
Smoking is not allowed on school premises. Parents are advised to move away from the school gates if they choose to smoke.
- 33. Staff Consultation and Communication**
Health and safety is a standing item on the governing body agenda (3 times per year). Staff raise concerns informally within school or formally to the responsible governing body member. Posters are displayed in central areas and staff rooms relating to health and safety. Staff meetings are used to raise specific issues or more general concerns eg tired/stressed staff.
- 34. Supervision [including out of school learning activity/study support]**
Kirklees guidance is used to determine pupil/adult ratios for off site visits. In school children are not left unattended. No adult is left unattended in school unless they have a full DBS.
- 35. Swimming Pool Operating Procedures (where applicable)**
Kirklees guidance is followed as Kirklees swimming services are used.
- 36. Training and Development**
Health and safety is part of the induction programme for all adults new to school.
- 37. Use of VDU's / Display Screens / DSE**
This would only apply to office staff as the rest of staff do not spend a significant amount of time using a screen. A work place assessment is undertaken for any new starters who will use a screen for a significant part of their job.
- 38. Vehicles on Site**

Staff vehicles are allowed on site prior to 8.30am after which the gate is locked and vehicles are only allowed on the site with supervision.

39. Violence to Staff

Staff are aware of DCYP Work Related violence document. No staff member will see a parent or adult who is known to be aggressive without another member of staff present.

40. Vibration

N/A

41. Welfare

Mill Lane School utilised Kirklees council building services and private contractors to ensure all welfare standards are maintained.

42. Working at Height

Staff are advised to use step ladders at all times to work at height. These are restricted to 3 steps and must be kept out of the way of children. Staff are advised not to use the ladders without another adult present.

43. Waste Management

Sanitary bins are procured from an external company who replace them without the need for emptying. Sharps box is kept in the office. A bloods bin is now kept secure in school to dispose of materials used following bleeding and a nappy bin is kept in EYFS.

44. Water Quality/Temperature/Hygiene

Water is monitored at least six times per year and recorded in the health and safety file.

45. Work Experience

All work experience students complete school induction. An adult in school is assigned to the student whilst they are in school.

Part 4 Key Performance Indicators

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

School KPI's may be added here

The LA Health and Safety Policy also requires feedback on certain KPI's more details of these can be obtained from your Corporate Health and Safety Adviser.

