



HEALTH AND SAFETY POLICY

July 2017

To be reviewed February 2019

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 and for schools like ours, the local authority (LA).

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.

Part 1 Health and Safety Policy Statement, Holme School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, (DCYP) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged 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.

*Brenda Hilton, **Chair of Governors***

*Andy Williams, **Headteacher***

February 2017

Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer, Kirklees Council

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises. Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities. 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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					
Teachers					
Teaching and Classroom Assistants					
Admin Staff					
Site Supervisor or Caretaker					
LA Health and Safety Adviser					

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

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

The Policy makers:

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, 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.
- 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 DCYP of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher	Develop the local plans to achieve corporate/school health & safety objectives.
Members of the School Leadership Team	
School Governors	Develop management arrangements for the identification of hazards and control of risks within their area
Governor for Health and Safety	

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff 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.)*
- 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 DCYP 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.

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) Teaching Staff [Including supply teachers] Teaching Assistants 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 DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners

- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (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 DCYP 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 Advisors	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
Occupational Health Professionals	
Specialist Technical Staff	

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

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

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 DCYP Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Accidents and incidents are reported to the LA via LACHS. The Headteacher is responsible for investigating an accident.

- 2. Asbestos**
See PAMP File
- 3. Contractors**
When managing own projects, school will consider how contractors are selected (e.g. CHAS), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, the Headteacher is responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the headteacher. When the project is through the LA school should liaise with DCYP School Link Asset Management Officer.
- 4. Curriculum Safety**
There is a requirement for teaching staff to undertake suitable risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purpose e.g. cooking or science equipment. Staff are familiar with health and safety publications adopted by the school e.g. "Safe Practice in Physical Education and School Sport
- 5. Drugs & Medications**
See Medical Needs Policy
- 6. Electrical Equipment [fixed & portable]**
Portable Appliance Testing takes place annually and Fixed electrical equipment is inspected every 5 years.
- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**
See Fire Risk Assessment in Fire Log Book and Emergency Plan.
- 8. First Aid**
3 staff are Paediatric First Aid trained, all staff receive Basic First Aid training every 3 years. First Aid kits are in marked staffroom cupboard and records of first aid treatment given are in staffroom First Aid book.
- 9. Gas Safety**
Not applicable
- 10. Glass & Glazing**
All glass in doors and side panels are safety glass, all replacement glass to be of safety standard, there are no areas which are unsuitable for use by children due to glass being of low standard.
- 11. Grounds - Safety/Security**
Children are supervised at the end of the day to ensure safe exit from school. There are regular reminders to pupils and parent/carers about the danger of the gate leading straight onto the road. Gates and doors are kept closed, with doors locked during school time to control visitor access. All visitors enter via the main entrance and report to the office. Pupils are reminded not to open the gate or door to visitors, but to find an adult.
- 12. Hazardous Substances (COSHH)**
- 13. Health and Safety Advice**

Contact Kirklees Council Group Safety Advisor tel 01484 226445 or 860 6445, ChYPS Asset Management Team, Asset Management Officer tel 01484 225249 or 860 5249]

14. **Housekeeping – Storage, cleaning & waste disposal**
The caretaker ensures that the premises are kept clean, that cleaning materials are stored securely, to minimise accumulation of rubbish, to make arrangements for wet floor cleaning to minimise risks of slips, to disposing of glass and other sharp objects safely, and when necessary to safely clear paths of snow.
15. **Handling & Lifting**
See Risk Assessment for Manual Handling.
16. **Jewellery**
Pupils should not wear jewellery, other than stud earrings which will be taped over in PE.
17. **Lettings/shared use of premises**
Holme School is rarely let out, but when this happens responsibility for Health and Safety is agreed prior to the event.
18. **Lone Working**
Lone working is strongly discouraged, but sometimes inevitable. Staff contact the Headteacher if they are working alone in school. See Risk Assessment for Lone Working.
19. **Maintenance / Inspection of Work Equipment (including selection of equipment)**
Fire Equipment is inspected by Fire Safety Team. Outdoor play equipment is inspected termly. The step ladder, which is rarely used is inspected before use.
20. **Monitoring the Policy and results**
The Health and Safety Policy is reviewed annually by staff and Governors. The Governor with responsibility for Health and Safety meets annually to review the audit, Inspection Checklist and School Building Statutory Inspection List.
21. **New & Expectant Mothers**
See LA Risk Assessment and Advice.
22. **Noise**
N/A
23. **Poster on Health and Safety Law**
The poster is in the staffroom and is kept up to date by the Headteacher.
24. **Personal Protective Equipment (PPE)**
High Vis Jackets and safety glasses available.
25. **Reporting Defects**
Hazards should be reported to Headteacher, interim measures to be taken pending rectification.
26. **Risk Assessments**
The Headteacher is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), and arrangements for periodic review of RA's]
27. **Signs and Signals**

The proper signs and signals are in place and they comply with requirements.

28. **School Trips/ Off-Site Activities see also item 31**
The Educational Visits co-ordinator is the Headteacher. EVOLVE is used to record planning and risk assessments for off-site visits.
29. **Occupational Health - Stress and staff Well-being**
School and Council arrangements in place for supporting staff.
30. **Other School Buildings**
N/A
31. **School Transport**
Staff transport children in their own vehicles or the school mini-bus. Insurance is provided through school, and school collects evidence of driving licences.
32. **Smoking**
School is a no smoking area, including the school grounds.
33. **Staff Consultation and Communication**
H+S is a standing item on weekly staff meetings.
34. **Supervision [including out of school learning activity/study support]**
Pupils must not be left unattended at all times when in care of school, 2 members of staff supervise playtimes, and there needs to be 3 adults in school, including 1 teacher. See Educational Visits Information for supervision ratios out of school. For walks in the local environment there needs to be at least 2 adults, one being a teacher or Cover Supervisor.
35. **Training and Development**
New staff are inducted on H&S arrangements by the Headteacher and through the staff information book.
36. **Use of VDU's / Display Screens / DSE**
Assessment of DSE is carried out by admin staff.
37. **Violence to Staff**
All staff are required to report all incidents of verbal & physical violence.
38. **Welfare**
Regular inspection ensures that 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]
39. **Working at Height**
See Risk Assessment for Working at Height.
40. **Waste Management**
Arrangements will be made for the disposal of specific waste which needs to be disposed of environmentally (e.g. sharps/needles, body fluids etc).
41. **Water Quality/Temperature/Hygiene**

Arrangements are made for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual, who is responsible for recording and updating the Manual, located in the staffroom.

42. **Work Experience**

Arrangements are made for assessing potential work placements, for induction and supervision of students on work placement within 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.

See

Annual Health and Safety Audit

School Inspection Checklist

School Building Statutory Inspection List

Minor Incidents reporting and analysis

Pupil and Parent Surveys