



Scissett Middle School

Health and Safety Policy

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.

SCISSETT MIDDLE SCHOOL

Part 1 Health and Safety Policy Statement

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.

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.

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.

*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.
- 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 than 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 Manager – [Mr Phil Stronell](#)

In addition to the responsibilities above the Premises Manager 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

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

- The Head will be notified of any accidents or other Health & Safety events;
- The Head will report to the LA any reportable incidents;
- All accidents will be recorded in the Accident Book, held in the main office of the school;
- The investigation of any incident will be undertaken by the Head, Senior Leadership Team and Health & Safety Committee.

2. Asbestos

- The name of the Responsible Person and duty holder responsible for the Premise Asbestos Management Plan is **Phil Stronell (Site Manager)**. **Natasha Greenough is the Headteacher.**
- The location of the manual is the main office at Scissett Middle School;
- Arrangements to ensure contractors and others such as site supervisors etc have sight of the plan prior to starting any work on the premises is the responsibility of the Site Manager;
- Staff are not to drill or affix anything to walls without first obtaining approval from the Site Manager and only after review the site plan;

- Staff should report damage to asbestos materials to the Site Manager;
- Emergency Procedures are those identified in the plan. **PAMP file kept in the main office.**

3. Contractors

- Only competent contractors will be engaged to carry out work at the site. Competency will be assessed during procurement and monitored during the course of the works by the Site Manager. Forms of accreditation (e.g. CHAS) will also be used to assess competency;
- Arrangements for the induction of contractors, to exchange Health & Safety information and agree to agree safe working arrangements is the responsibility of the Site Manager;
- A risk assessment will be required for all works undertaken by a contractor, for approval by the Site Manager;
- The frequency of liaison meetings will be dependent on the length of the works
- The name of the person responsible for monitoring contractors working methods is **Phil Stronell (Site Manager)**
- Permits to work will be issued by the Site Manager;
- Staff should report any concerns to the Head;
- For projects delivered by the LA, the school and Site Manager will 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).

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

- Teaching staff are required to undertake a written risk assessment prior to undertaking any hazardous activities or when using specific equipment for curriculum purposes;
- Such risk assessments will be approved by the Head and Governing Body (Chair) and published on the school's intranet;
- Specific staff qualifications may be required to teach certain activities;
- Health & Safety publications adopted by the school that staff must be familiar with are:

Health & Safety Policy
 Medical Policy.
 Risk assessment
 Disability Equality Policy
 Safeguarding
 Pond Safety
 Fire Evacuation

5. Drugs & Medications

- Care plans for individuals will be prepared and held in the main school office;
- Parental requests for medicines to be administered are held and recorded by proforma, retained in **the main school office.**
- Only **Mrs Lockwood (Senior First Aider)** and **Miss Smith** (First Aider) **in the main office** will administer medicines to pupils. In their absence **Mrs Sally Booth or Mrs W Wilkinson** (First Aiders) have authorisation to administer medicines. On school trips only qualified First Aiders may administer medicines
- Class B drugs will be stored securely in the school safe. Other drugs will be secured securely in the school's main office;
- A record of drugs administered to pupils will be maintained and held in the

school's main office;

- The school's policy for Drugs and Medication will be published in the schools prospectus and made available through the school's website. Copies of this policy can also be made available to parents, guardians and carers on request.

6. Electrical Equipment [fixed & portable]

- Visual inspections of electrical equipment will be undertaken by users before and after their use;
- PAT testing of all equipment will be undertaken by a competent person on 12month or 18month cycle, depending on the type of electrical equipment;
- The Site Manager will retain the records of inspection;
- Bringing personal electrical items to school not failing under the regime of inspection and testing will be discouraged;
- Fixed installations will be inspected and tested by a contracted competent person. Records of testing and inspection will be maintained by the Site Manager, including any defects requiring remedial action;
- Equipment for more specialised sites such as school kitchens, science laboratories or design and technology rooms are the responsibility of subject leaders or the contracted authority.
- **File kept in Site Managers Office.**

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

- The Head is responsible for undertaking and reviewing the site's fire risk assessment;
- The Head, supported by the Site Manager, is responsible for the arrangement of fire drills
- Fire drills are held every term
- Fire drill procedures are recorded in the school's Evacuation Plan, maintained and reviewed by the Head
- All Teachers and Educations Teaching Assistants (ETA) are responsible for marshalling pupils in the event of a fire or other evacuation
- Assembly points for an evacuation are detailed in the school's Evacuation Plan
- Fire exits and escape routes are inspected, monitored and maintained by the Site Manager on a daily basis. Staff with any concerns should report them to the Head
- The maintenance of fire extinguishers is undertaken on a contractual basis by the LA. Inspection reports for fire extinguishers are maintained by the Site manager
- Staff training for fire and evacuation is undertaken during staff inductions and refreshed on an annual basis;
- Responsibility for calling the fire brigade in the event of a fire is the responsibility of the Head and the Site Manager;
- Testing of the fire alarm is conducted and recorded by the Site Manager on a weekly basis;
- Testing of emergency lighting is conducted and recorded by the Site Manager on a monthly basis;
- Maintenance of Evacuation Plan is the responsibility of the Head, reviewed every school term, with all documentation held in the school's **main office.**

8. First Aid

- The names and locations of trained appointed staff are as follows:
-

Mrs Sue Lockwood (Senior First Aider) – main office

Miss K Smith – main office

Mrs Sarah Wilkinson– Data office

Mrs Sally Booth– P.A Office

Mr Philip Stronell

Mrs Linda Etherington

- First aid boxes are held in the school's main office;
- **Sue Lockwood** is responsible for checking and restocking the first aid boxes
- A nominated first aider is responsible for summoning an ambulance
- A appointed staff member will be made available to accompany children to hospital
- Cover will be maintained in the event of any first aider being absent;
- The nominated first aiders are responsible for maintaining or any retraining required.

9. Gas Safety

- All gas appliances are inspected and examined by a competent person, appointed by the **LA**
- All gas appliances are inspected and examined on a annual basis;
- Maintenance of inspections records for gas appliances is the responsibility of the **Site Manager**.

10. Glass & Glazing

- All glass in doors, side panels are to be safety glass
- All replacement glass to be of safety standard
- Assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard is undertaken through inspection by the Health & Safety Committee

11. Grounds – Safety/Security

- Arrangements for safe access/egress are inspected and maintained by the Site Manager
- The school operates a maintenance regime for the grounds and is subject to regular checks and inspection (daily – Site manager, every school term – Health & Safety Committee)
- Rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements) are set out in the Schools safeguarding policy
- Surveillance cameras monitored by **Site Manager**
- Regular risk assessments are undertaken for staff identified who are at greater risk of injury. The responsibility of the Head to undertake these risk assessments, with the aid of special advice from the LA;

12. Hazardous Substances (COSHH)

- We use the Kirklees Guidelines policy on COSHH
- Manual kept in Site Managers Office this includes risk assessment records and the Kirklees Guidelines on COSHH
- Staff training file in the use and selection of cleaning materials, storage of equipment and cleaning materials is kept in the site manager's office.
- All staff as part of their induction programme all staff are trained in the use of cleaning materials and the safe use of equipment. Induction folder kept in the Site Managers office.
- Each cleaning cupboard displays the COSHH regulations, colour coding of cleaning materials and advice on the safe use of equipment.
- **Patrick McCann** is the named contact officer 860 6445

13. Health and Safety Advice

- Competent Health & Safety advice is delivered through arrangements made with the LA (e.g. Kirklees Council Group Safety Advisor – tel 01484 226445 or 860 6445,

14. Housekeeping – Storage, cleaning & waste disposal

- Inspections are made every school term to ensure premises have sufficient and safe storage systems. That the premises are kept clean;
- Any accumulation of rubbish is monitored by the Site Manager daily and any remedial action undertaken;
- Wet floor cleaning is undertaken out of hours with the provision of appropriate signing warning of a slip hazard;
- Collection bins for glass and other sharp objects are located around and school and their disposal is administered by the Site Manager.
- Arrangements for snow shifting and gritting is undertaken through contract by the LA or Site Manager around footpaths, entrances or access to the school;
- External waste bins and skips are situated at a secured location on the site near the school's kitchen access;
- Waste electrical appliance disposal/recycling arrangements are serviced by the LA in accordance with the WEEE regulations.

15. Handling & Lifting

- School uses the Kirklees Policy on Manual lifting and handling. The policy is kept in the Health and Safety file in the [Site managers Office](#)
- Risk assessments are kept alongside the policy.
- It is the school policy that staff do not use ladders without training. All ladders are secured by locks
- Staff are advised the in the use 'Elephant's feet when needed
-

16. Jewellery

- The policy on pupils wearing earrings and other jewellery, is published in the school prospectus and on the school website.

17. Lettings/shared use of premises

- All lettings provide a Liability Insurance Certificate – [Finance Manager Linda Etherington](#)
- All managers receive a copy of the Lettings Policy– [Governing Body – Finance Manager Linda Etherington](#)
- A register is required on entry to school in case of Fire & evacuation procedures – [Site Manager Phil Stronell](#)
- Senior management will be responsible for managing fund raising events including school fetes. Risk Assessments are monitored by the Headteacher
- A Qualified First Aider will be in attendance at all fund raising events
- Public entertainment licences are the responsibility of the – [Finance Manager Linda Etherington / Headteacher](#) as and when required
- Lighting and school security is the responsibility of the [Site Manager](#), who will ensure sufficient lighting both internally / externally. Security key holders are as follows; [Headteacher Mrs Greenough, Deputy Head teacher Mrs Large, and the Assistant Head teacher, Mme Scouranec](#). The Site Manager and Assistant Caretaker also have security keys.
- The use of school equipment is strictly forbidden by members of the public who use the school facilities through lettings.
- Qualified ICT Technicians and members of staff may only use electrical equipment at fund raising events. The ICT Manager, [Mr James Ambler](#) is responsible for the use of Audio equipment in school.

18. Lone Working

- A risk assessment must be undertaken for any Lone Working activities. Lone Working should be avoided where practical.
- The Head and Site Manager will be informed of any planned Lone Working activities 24hours (minimum) prior to work commencing;
- Staff undertaking Lone Working activities are required to call in to a nominated key holder (or Site Manager) on commencing such activities, specifying the expected time of completion and expected time of leaving the site
- Once tasks are completed the staff member must call the nominated key hold informing them that they have finished and left the site;
- If no call has been received by the expected deadline for the completion of the works, the nominated key holder should attempt to make contact with the lone worker;
- If no contact is made with the Lone Worker, the nominated key holder must make the Head aware of the circumstances and then visit the site to investigate the situation. The Head should be contacted on the outcome of the investigation.

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

- Details of what equipment requires periodic inspection, examination, testing is to be maintained by the **Site Manager**;
- These may include: ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machinery (lathes etc), lifts & lifting equipment, pressure cookers and pressure systems (including boilers and heating systems), autoclaves, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers, etc;
- The frequency of testing is dependent on type, but will be inspected, as a minimum, annually;
- When new equipment is required, a nominated competent person will be engaged to select, install and confirm that the equipment is suitable and fit for purpose.

20. Monitoring the Policy and results

- The Health & Safety Committee will carry out a bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff. The monitoring of accident reports/trends and complaints will also be undertaken by the Health & Safety Committee.
- Supported by the Health & Safety Committee, the Head is responsible for ensuring the implementation of new and updated policies;
- The school's health and safety performance is measured through a series of agreed KPI's reported annually to the Governing Body

21. New & Expectant Mothers

- On notification of any pregnant ladies, a risk assessment will be completed specific to their working arrangements;
- Agreements will be established, with regular agreed review periods;
- Details of these records and review periods will be held in the school's main office.

22. Noise

- Where the workplace is so noisy that people have to shout to each other at normal speaking distance to make themselves heard, arrangements including risk assessments, protection and other controls will be made in accordance with the Control of Noise at Work Regulations 2005.

23. Poster on Health and Safety Law

- The Head is responsible for sighting and keeping the poster on Health & Safety up to date
- The poster is located in the school's **staff room**

24. Personal Protective Equipment (PPE)

- Any PPE will be provided to staff free of charge where risk assessment determines to be necessary;
- Selection of equipment which is suitable, arrangements for periodic checking and supervision will be undertaken by the Head;
- It is the responsibility of the employee to ensure that PPE is used properly.

25. Reporting Defects

- Hazards or defects should be reported to the Site Manager Mr Stronell
- Interim measures to be taken pending rectification are the responsibility of the Site Manager;
- Arrangement of remedial works, etc will be undertaken by the Site Manager, with the approval of the Head

26. Risk Assessments

- The Head is responsible for ensuring risk assessments are undertaken;
- Arrangements for undertaking special risk assessments, e.g. staff who are pregnant or who have health problems is the responsibility of the Head;
- Arrangements for the periodic review of risk assessments in the responsibility of the Health & Safety Committee.

27. Signs and Signals

- The review of proper signage & signals in place and their compliance with requirements is the responsibility of the **Site Manager**.

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

[Requirements when planning school trips, who to obtain approval from, when to notify C&LL, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school Educational Visits co-ordinator]

29. Occupational Health – Stress and staff Well-being

Scissett Middle School pays into the L.A Human Resource Service. Our named H.R officer are **Paula Dodds and Nicky Evans**

School will make the necessary adjustments to working contracts to accommodate staff well- being in school

30. Other School Buildings

- The school does not have any buildings off-site.

31. School Transport – e.g. minibuses

- The school does not operate any school transport, e.g. minibuses.
- Registered

32. Smoking

- The school is a no smoking site and complies with the law on smoking.

33. Staff Consultation and Communication

- The Health & Safety Committee meets once per school term;
- The terms of reference for the Health & Committee follow the model terms of reference promoted by the LA;
- Staff are encouraged to raise issues of concern and make suggestions for health and safety improvements in the first instance to the Head, secondly the Site Manager and also with the Health & Safety Committee;
- Health & Safety matters are communicated at all staff, subject and leadership team meetings;
- Information about health & safety matters are published on the school's intranet and posted notice boards around the school.

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

- Pupils must not be left unattended during curriculum time and all other times when in the care of the school;
- The agreed ratio for off-site visits is one staff member to ten pupils;
- Requirements for criminal conviction clearance are detailed in the schools safeguarding policy.

35. Swimming Pool Operating Procedures (where applicable)

- Not applicable

36. Training and Development

- All members of the Cleaning staff receive a four week induction course to establish good working practice. This includes use of electrical equipment, C.O.S.H.H , Personal Safety , and Fire/Bomb procedures and Fire Awareness. The [Site Manager](#) has responsibility for induction and monitoring
- All documentation is kept in [Site Manager's Office](#)
- All school staff receive Safeguarding training annually
- All school staff receive Medical training on the use of Epi Pens and on other medical issues when these arise

37. Use of VDU's / Display Screens / Interactive White boards

- The ICT Manager will ensure that all staff are trained in the use of VDU / Display Screens

38. Vehicles on Site

- Parking of vehicles on site is restricted to the designated car-parking areas;
- Parents, Guardians and Carers are discouraged from dropping and picking up children from within the boundaries of the site
- The schools encourages deliveries and service vehicles to visit the site outside of

the school day

- When delivery and other large service vehicles visit during the school day their movements are to be restricted to designated delivery and pick-up zones in the main car-park. Contractors are encouraged not to be on the school premises during school hours. **The Site Manager** is responsible for any deliveries during the holidays and out of school hours.
- Designated disabled parking is available and staff / visitors are encouraged not to park in these bays
- Safety bollards are placed outside the MUGA to ensure clear visibility. Cars are not permitted to park in this area

39. Violence to Staff

- Arrangements to deal with the potential for violence are the responsibility of the Headteacher
- Staff are required to report all incidents of verbal and physical violence to the Headteacher

40. Vibration

- Compliance with the Control of Vibration at Work Regulations 2005, must be included in the assessment of risk when working with hand-held or hand-guided tools and machines

41. Welfare

- The school's facilities must 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. This is monitored by **BEH (L.A)**

42. Working at Height

- Staff and children are not permitted to use ladders in school. It is the responsibility of the Headteacher /Site manager to ensure that all staff are compliant. Staff will use 'Elephant Feet' if required
- Ladder training has been undertaken by the Site Manager and any necessary training will be undertaken by the Site Manager
- All contractors provide risk assessments / Liability Insurance Certificates/ Method Statements to the **Site Manager** before commencing work on the school premises if using ladders / scaffolding. All records are to be kept in the Site manager's office.

43. Waste Management

- An arrangement for the disposal of specific waste which needs to be disposed of environmentally is contracted to the LA.

44. Water Quality/Temperature/Hygiene

BEH –water company record water temperatures monthly & quality control – file **kept in main office**

45. Work Experience

- All students on work placements receive induction training by **Mme Scouarnec-**

Assistant Headteacher

- All students are under the supervision of the class/subject teacher
- All students are made aware of the designated Child Protection Lead–**Mrs Gillian Senior**
- Monitoring of students is undertaken by **Mme Scouarnec**
- Induction on e safety is undertaken by all students – **Mr James Ambler – ICT Manager** is responsible for the supervision

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.

- Health and Safety Policy/Statement Reviewed/Updated;
- All Risk Assessments reviewed (including those for specific departments);
- No. of Accidents/Incidents (Children and staff) – Analysed for trends;
- No. of Ill health cases due to work (e.g. stress or repetitive strain injury);
- No. of Safety Committee Meetings;
- No. of Safety Meetings with staff and/or union reps;
- No. of Management Inspections (at least one per term);
- No. of Fire Evacuations completed (at least one per term) – Including feedback;
- No. of Fire Alarms (Tests and False Alarms);
- No. of Safety Training courses identified/completed /recorded(who/when);
- Governors Health and Safety Report Completed
- Results of any Corporate Safety Audit/Inspection (use for new targets)

The above performance indicators will be discussed termly at Health & Safety Inspection meetings.

1st September 2016