

HEALTH & SAFETY POLICY



EXCEEDING EXPECTATIONS

This policy will be reviewed: November 2021

Part 2 - Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the **employer**. As the school is Voluntary Controlled (VC), **Kirklees Council** as the Local Authority (LA) is the employer.

Accordingly, the governors have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented. The school has formally adopted this Policy and adapted it where necessary and will implement this Policy in its entirety.

All school governing bodies have health and safety responsibility as the **occupier** of the premises.

The Headteacher must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health and Safety

Duties and responsibilities for health and safety are assigned to Staff and Governors based upon the following suggested roles:

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

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

Implementers – Headteacher, School Leadership Team, Teachers, Teaching and Classroom Assistants, Learning Support Staff, Admin Staff, Caretaker (see Appendix 3)

Assisters - Health and Safety Coordinator, Caretaker, Finance, Resources and Premises Committee, Health and Safety Adviser, LA Officers e.g. ChYPS Staff and employees - A list of named officers is set out in Appendix 4.

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

Devise and produce a policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system.

Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers:

- Will be familiar with the overall responsibilities laid down in the 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;

- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure suitable and sufficient training, instruction and information is provided as required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ChYPS Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that Health and Safety Policy can be implemented effectively and advise the GB and/or 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 Health and Safety Inspection** of the premises is carried out, in line with The Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an **Annual Self Audit** of the management of Health and Safety is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as School Leadership Team);
- Draw up any Action Plans required from the results of the Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's Health and Safety Team;
- Advise the GB and others of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Finance, Resources and Premises Committee

The school has a Finance, Resources and Premises Committee which meets termly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Health and Safety is a regular agenda item in these meetings.

Termly reports outlining achievements against the Health and Safety plan and annual Headteacher's Report outlining KPIs included to the Governing Body. The annual report will contain a summary of accident and ill health statistics for the current year and health and safety targets and priorities for the forthcoming year.

Implementers – Headteacher, School Leadership Team, Teachers, Teaching and Classroom Assistants, Learning Support Staff, Admin Staff, Caretaker

Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.

Teaching

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 eg classrooms, DT activities and off site eg school trips.

Premises Manager

In addition to the responsibilities above the Premises Manager (Headteacher) and Business 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 premises manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 01 (IR01) forms are available;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and making this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;

Assisters – Health and Safety Coordinator, Caretaker, Finance, Resources and Premises Committee, Health and Safety Adviser, LA Officers eg ChYPS Staff

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.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the SLT (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.

Health and Safety Advice

The Headteacher in conjunction with the School Business Manager and the Finance, Resources and Premises Committee will obtain competent health and safety advice as and when necessary.

Housekeeping – Storage, cleaning & waste disposal

The Caretaker will ensure that the premises have sufficient and safe storage systems and that the premises are kept clean. The Caretaker will minimise accumulation of rubbish, make arrangements for wet floor cleaning to minimise risks of slips, provide means of disposing of glass and other sharp objects, make arrangements for snow shifting and for security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations.

Handling & Lifting

All staff have a responsibility to identify activities involving lifting/handling where there is any risk of injury and should inform the School Business Manager. Risk assessments will be completed to identify precautions to minimise manual handling tasks and staff will be trained in manual handling where appropriate.

Jewellery

Pupils are prohibited from wearing earrings and other jewellery, except studs which must be removed prior to any PE activities.

Lettings/shared use of premises

The Headteacher is responsible for setting restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fairs and other fund raising events, emergency lighting, lighting for paths on an evening, public entertainment license. The Headteacher will carry out risk assessments for each individual event. The school does not currently have any external lettings.

Lone Working

The school will follow the ChYPS Health and Safety Policy in respect of Lone Worker.

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

The school follows the recommended schedule of the LA for the annual inspection, examination and testing of equipment eg. ladders and steps, lifts, , PE equipment, boilers and heating systems, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers etc. Inspection certificates are retained in the Health & Safety file in the School Office.

Monitoring the Policy and Results

The School Business Manager will complete an annual Health & Safety checklist and take remedial action as necessary. The Headteacher and School Business Manager are responsible for ensuring the implementation of new and updated policies. Key Performance Indicators are as set out in Part 4 of this Policy.

New & Expectant Mothers

The School Business Manager will complete specific risk assessments for pregnant women on a case by case basis as and when needed.

Poster on Health and Safety Law

The School Business Manager is responsible for displaying this poster and keeping it up to date.

Personal Protective Equipment or Clothing (PPE)

Personal protective equipment is provided for all staff as and where necessary. PPE is readily available for activities such as the administering of first aid and cleaning of spilled bodily fluids. Equipment available includes gloves and aprons.

Reporting Defects

All staff are responsible for reporting hazards or potential hazards to the School Business Manager who shall decide on interim measures to be taken pending rectification and will arrange for remedial works to be carried out. In addition, all staff will make a note of any non-dangerous defects in the Caretakers Job Book who will carry out repairs for remedial works.

Risk Assessments

All teaching staff are responsible for ensuring Risk Assessments are undertaken for any class activities that require them. The Risk Assessments must be presented to the Headteacher for review. The Headteacher is responsible for undertaking special Risk Assessments (such as for staff who are pregnant or who have health problems). The School Business Manager is responsible for the periodic review of Risk Assessments.

Signs and Signals

Annual inspection will be carried out to ensure that the proper signs and signals are in place and that they comply with requirements.

School Trips/ Off-Site Activities

The school will follow the LA guidelines in respect of all school trips and off-site activities. See School Educational Visit Policy.

Occupational Health - Stress and Staff Well-being

The school will follow the LA guidelines in respect of Occupational Health.

Smoking

The school is completely non-smoking.

Staff Consultation and Communication

The Finance, Resources and Premises Committee meet termly (three times per year) and Health and Safety is a regular item included in the Headteacher's Report to Governing Body meetings.

All staff have a duty to raise issues of concern with the Headteacher or School Business Manager who will welcome any suggestions for health and safety improvements. Staff will be informed of health and safety matters by means of email circulated by the School Business Manager as and when necessary.

Information about health and safety can be found in the Health and Safety folder in the School Business Manager's office and Health and Safety Board in the staffroom. The Health and safety Policy is also available on the school website www.warwickroad.kirklees.sch.uk.

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

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

Training and Development

New staff will be inducted on health and safety arrangements by the School Business Manager, prior to commencing employment. The Deputy Headteacher will arrange appropriate training for staff to comply with Health and Safety

Part 4 - Key Performance Indicators

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

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

The KPIs for the school are:

- Health and Safety Policy reviewed and updated annually
- All Risk Assessments reviewed annually
- Number of Accidents/Incidents (to Children and Staff) analysed for trends annually
- Number of ill health cases due to work (eg stress or repetitive strain injury) analysed for trends annually
- Number of Finance, Resources and Premises Committee held during the year
- Internal inspections completed once a term, findings acted upon and recommendations implemented
- Fire evacuations completed once a term and any issues arising acted upon.
- Number of Fire Alarms (Tests and False Alarms)
- Annual review of necessary qualifications/training for staff and training programme implemented
- Governors informed of Health and Safety issues at committee level or full meeting as appropriate.
- External Premises Fire Safety Inspection completed annually, findings acted upon and recommendations implemented.
- Electrical Equipment/Appliance Testing [fixed & portable] completed annually, findings acted upon and recommendations implemented.
- Annual review of security procedures for access to/egress from school premises.
- Water hygiene samples and checks completed as required by the premises Water Quality Manual, and the Manual updated.

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

Appendix 2 - Planners

Governors, Headteacher, School Leadership Team, Deputy Head, Health and Safety Co-ordinator, Premises/Resources/Health and Safety Committee

Name	Why?
Shamsa Qureshi	Headteacher Governor Member of the Finance, Resources and Premises Committee
Craig Roberts	SLT Governor
Karen Darby	SLT Member of the Finance, Resources and Premises Committee
Yunus Patel	Governor Member of the Finance, Resources and Premises Committee
Sohail Mahmood	Governor Member of the Finance, Resources and Premises Committee
Mahmood Patel	Governor Member of the Finance, Resources and Premises Committee