

Health and Safety



Approved by: Gordon Muir (on behalf of the full Governing Body of Howard Park)

Date: 05/05/21

Signed:

A handwritten signature in blue ink, appearing to read "G. Muir", is written over a white rectangular background.

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Howard Park Community School

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Health and Safety Policy

Part 1 Health and Safety Policy Statement

- This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
- The requirement to provide a safe and healthy working environment for all employees is acknowledged. 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.
- In compliance with the Health and Safety at Work etc. Act, this school's 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.
- 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.
- Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
- 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 DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	The Governing Body Or Academy Trust	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety. <i>Where the school directly employs staff, the Governing Body is then responsible for their health and safety.</i>
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	This should be explicit in the school policy and they should be classed as contractors.

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.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				

The responsibilities of Policy Makers, Planners, Implementers 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.
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, 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 of health and safety performance on a regular basis.
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- 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;

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	
Deputy/Assistant Headteacher	
Health and Safety Coordinator	
Heads of Dept	
Managers	
Premises Manager	

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 associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)
- As part of their management of health and safety.
 - appoint a Premises Manager (see **Implementers** below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;

- 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 and records kept e.g. staff signatures;
- 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 this H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular **Premises H&S Inspections** are carried out, (this duty may be delegated to other members of school staff) Generic premises inspection checklists are available on Kirklees Business Solutions which can be adapted to be made site specific; Additionally it is recommended that an annual self-audit is carried out (This duty may be shared with other staff such as SLT) Self Audit forms are available on Kirklees Business Solutions;
- Draw up any Action Plans required from the results of the Premises H&S Inspection 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 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 choose 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 standing agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan 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/ implemented 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 and Guidance Notes 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 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 (as appropriate). 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 and recorded;

- 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 and that this is recorded;
- 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, 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 in 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. Kirklees Business Solutions and Business Solutions);
- 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 These are produced here;

1. To maintain an understanding of DCYP Health and Safety Policy arrangements 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. 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;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. 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;
15. 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;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

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 DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP 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.

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 of the Children and Young People's Service Health and Safety Policy.

Who is referred to in this document:

Role	Person
Headteacher	Jonathan Pickles
Deputy Headteacher	Samantha Mollett
Health and Safety Manager	Vicki Farrell
Bursar	Vicki Farrell

1. Accident Reporting, Recording and Investigation

Accidents involving children (where there is an injury) should be recorded in the accident book stored in each classroom. One copy is given to the child to take home, the second copy should be brought down to the office and stored in the accident file. Whenever there is a head injury, parents will be contacted by phone.

When accidents are required to be reported to the LA the LACHS system will be used (this includes an incident, or near incident where school could be at least partially responsible for). In these cases, both the Headteacher and Bursar should be informed. The Headteacher is then responsible for investigating any potential issues.

2. Contractors

When hiring contractors independently school will always seek multiple quotes and references to check on quality of work. The LA guidance on making arrangements for hiring contractors is then followed. Any concerns regarding the quality of work should be reported to the Headteacher. If the project is through the LA, school should liaise with ChYPS School Link Asset Management Officer (01484 225249) or Kirklees Council's Project Manager in Design and Property Services (01484 226081).

3. Curriculum Safety

Curriculum safety is covered by risk assessments available in the central file (also shared amongst staff). If any member of staff is going to engage in an activity not covered by these they must inform the Headteacher.

Out of school activities are covered by risk assessments entered on to Evolve. These are then overseen by the Educational Visits co-ordinator and Headteacher.

4. Drugs and Medication

Any child requiring medication to be administered during school must first have a parental consent form. This contains information about the medication and when it must be administered. All medication is stored in a locked cupboard in the main office. Only members of staff can access this and must then provide the specified amounts of medicine to the pupils. More detailed information can be found in the schools 'Medical Policy'.

For pupils with specific medical needs, separate care plans will be written for these children. These will be kept in the medical file along with a copy in the pupils SEN file.

5. Electrical Equipment

All electrical equipment undergoes PAT testing every two years. The report is stored in the Buildings file which is held in the school office. Any electrical item that is brought in to school requires a visual health check before it is used. This check must be conducted by either the Headteacher or Site Manager.

Any defective piece of electrical equipment should be reported immediately to the Headteacher and/or the School Bursar. Depending on the nature of the fault this will then be reported to the Site Manager or reported to Kirklees.

The school kitchens are checked by Kirklees on a regular basis.

6. Fire Precautions and Procedures

The fire risk assessment is the responsibility of the Headteacher and this is carried out on an annual basis in September. Full fire drills are carried out on a termly basis, the details of which are recorded in the Fire log book.

The evacuation procedure is as follows:

On hearing the fire alarm the class teacher leads their class out of the building, following the designated route and to the assembly point (ballcourt).

Nursery: Walk out of their classroom using the external door and go straight to the assembly point.

Reception: Walk out of their classroom using the external door and go straight to the assembly point.

Year 1: Walk out of their classroom using the external door and go straight to the assembly point.

Year 2: Walk out of their classroom using the external door and go straight to the assembly point.

Year 3: Leave their classroom and walk down the red staircase. Use the fire doors at the bottom of the red staircase and then head straight to the assembly point.

Year 4: Leave their classroom and walk down the red staircase. Use the fire doors at the bottom of the red staircase and then head straight to the assembly point.

Year 5: Leave their classroom and walk down the blue staircase. Use the fire doors at the bottom of the blue staircase and then leave the grounds, going around the outside of the Children's Centre and enter the assembly point.

Year 6: Leave their classroom and walk down the blue staircase. Use the fire doors at the bottom of the blue staircase and then leave the grounds, going around the outside of the Children's Centre and enter the assembly point.

Bears Cavern: Leave their classroom and walk down the blue staircase. Use the fire doors at the bottom of the blue staircase and then leave the grounds, going around the outside of the Children's Centre and enter the assembly point.

Intervention Room (upstairs): Leave their classroom and walk down the red staircase. Use the fire doors at the bottom of the red staircase and then head straight to the assembly point.
Intervention Room (downstairs): To go straight back to the Y1 or Y2 classroom and follow the same procedure. If this route is not possible, use the same route as a class in the hall.

Hall: Leave through the hall fire doors and then head around the building following the same route as Y5 and Y6.

Lunchtime: Lunchtime supervisors will lead the children to the assembly point where they will line up in their classes. Class teachers will then join their class. If the fire occurs during a wet lunchtime, the supervisor responsible for each class will carry out the above procedures.

Kitchen: To leave through the fire door in the kitchen and head straight to the assembly point.

Main office: To leave through the front door and then follow the same route as Y5 and Y6 once outside.

Once at the designated assembly point, the children will line up in their classes. Any child under supervision in any other area of the school will be escorted by that member of staff to the designated area for their class. Fire evacuation procedures are located in each classroom.

Unless listed below, TA's in classrooms should support the class teacher in ensuring that all children leave the building safely.

The adults listed below hold the following responsibilities in the event of a fire alarm:

- Evacuation Warden for the building: Jonathan Pickles.
- Deputy Evacuation Warden for the building: Samantha Mollett.
- Fire Marshall for the ground floor: Vicki Farrell.
- Deputy Fire Marshall for the ground floor: Mel Coles.
- Fire Marshall for the first floor: Nicola Spence.
- Deputy Fire Marshall for the first floor: Mark Snowden.

- Security Officer: Erica Hudson
- Responsible for the unlocking of any necessary gates: Rachel Ainsworth

Upon the identification of a fire, the first responsible adult notified should call the fire brigade. The evacuation report will be brought out for the children, staff and visitors. Teachers will immediately make a roll call and inform the Headteacher. If any child is found to be missing the Headteacher must be notified immediately.

For pupils with mobility issues and for dogs, please see separate risk assessments.

The fire alarm is tested on a weekly basis (Friday between 4pm and 5pm). This is the responsibility of the site manager.

Fire extinguishers are checked annually and are the responsibility of the Kirklees Fire Safety team. The maintenance of the fire exit routes are the responsibility of the Health and Safety officer along with the Headteacher and site manager.

The Fire Risk Assessment is located in the main office. This is the responsibility of the Headteacher and the Health and Safety Manager. It is reviewed on an annual basis.

This plan reflects the evacuation plan under normal times and circumstances. During periods where temporary changes may be required an updated version of the evacuation policy will be written and shared amongst all staff.

7. First Aid

The following staff are trained as first aiders:

	Level of Training	Date Training Completed.	Location of Staff
Donna Kelly	First Aid at Work Practitioners	Sept 2019	Y2 classroom
Nic Spence	First Aid at Work Practitioners	Sept 2019	Y3 classroom
Joanne Woodcock	First Aid at Work Practitioners	Sept 2019	Gardening/After School Club
Treesje Bentley	First Aid at Work Practitioners	Sept 2019	Nursery
Graham Ramshaw	First Aid at Work Practitioners	Sept 2019	Various – Site Manager
Danthe Hanson	Emergency First Aid at Work	Sept 2019	Y1 classroom
Yvonne Fraser	Emergency First Aid at Work	Sept 2019	Y3 classroom/ Reception
Mark Snowden	Emergency First Aid at Work	Sept 2019	Y6/3 classroom
Debbie Ormondroyd	Emergency First Aid at Work	Sept 2019	Y5 classroom
Mel Coles	Emergency First Aid at Work	Sept 2019	Reception classroom
Mandy Kelk	Emergency First Aid at Work	Sept 2019	Y6 classroom
Luana Lancaster	Emergency First Aid at Work	Sept 2019	Y3 classroom
Jenny Ritchie	Emergency First Aid at Work	Sept 2019	Y1 classroom
Laura Ombler	Emergency First Aid at Work	Sept 2019	Y4 classroom
Jonathan Pickles	Emergency First Aid at Work	Sept 2019	Headteacher's office

All training will be repeated every 3 years.

First aid boxes can be found in:

- The office
- Nursery
- Y2 classroom
- Y3 classroom
- Y6 classroom
- Breakfast club
- After-School club

All first aiders are responsible for ensuring first aid boxes are well stocked. The Bursar should be informed of any items that need ordering immediately. In addition, half-termly health and safety checks will be made including the checking of stock in first aid kits.

8. Gas Safety

Gas services are maintained by Kirklees Building Services who come annually. Records are kept in the building file which is located in the office.

9. Glass and Glazing

Glass in all doors and windows are certified as being safety glass. When there is a breakage, there is a like for like replacement.

10. Grounds – Safety and Security

Maintenance of the grounds is overseen by the site manager who checks access and safety arrangements.

School is secured through the day with visitors only being able to access the building via the main office. The school gates are opened in a morning and afternoon for drop-off and collection but are locked once the school drop-off times end. Locking and unlocking the gates is overseen by the Headteacher or a member of the office staff in his absence.

All visitors in to school have to sign in using the EntrySign system that is located at the main office. Visitors in school are presented with a badge which must be worn at all times whilst in school.

Risk assessments around school are based on the Kirklees risk assessments. These are checked by the Headteacher twice yearly along with the Bursar and Site Manager.

11. Hazardous Substances

Howard Park cleaning is contracted out to EnviroServe who oversee all COSHH risk assessments. These are stored in the office, copies are also available in the cleaning cupboards.

12. Health and Safety Advice

Any necessary Health and Safety advice is sought from the appropriate bodies at the Local Authority – Kirklees Council Group Safety Advisor tel: 01484 226475.

13. Housekeeping

Weekly commercial refuse collection for waste, bi-weekly recycling collection from Kirklees domestic refuse collection. Waste accumulated should not be in excess of the number of bins. Items stored are kept in appropriate location –no flammables and combustibles are kept in areas near igniting points. Wet floor signage is available and used.

EnviroServe are responsible for the cleaning of the school building, they designate a member of their team to clean the hall and other areas around school.

In event of broken glass, the damaged item would be collected and put in to a secure container and disposed of appropriately by a responsible adult, this is typically the site manager.

School organises for the salt/grit bins to be replenished. The site manager oversees the salting of the main paths from the gate and around school.

14. Handling and Lifting

Local Authority guidance is followed; risk assessments are available in the Health and Safety file. These have also been shared with staff.

15. Jewellery

Pupils in school are allowed to wear limited amounts of jewellery. The details of this can be found in the School Uniform policy.

16. Lettings/Shared Use of Premises

The school is regularly let to people in the community for a variety of uses. Please see the separate Lettings policy for information regarding this. This is available either on the school website or by contacting the office.

17. Lone Working

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the staff room and the Health and Safety file.

18. Maintenance/Inspection of Work Equipment

All cleaning machinery inspected before use on a daily basis. Any issues that are identified are reported to EnviroServe. The lift is inspected on a 6 monthly basis and called out on ad hoc basis additionally when needed. Boiler serviced on annual basis by Kirklees building services. Fire alarm tested on a weekly basis on a Monday between 4pm and 5pm, smoke detection carried out by Kirklees fire services every 6 months, emergency lights checked monthly, fire extinguishers by Kirklees fire safety once yearly. All records maintained in fire service log .

19. Monitoring the Policy

Internal monitoring and review of the Health and Safety policy and procedures will be undertaken on an annual basis.

The Health and Safety manager along with the Headteacher and the nominated governor will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

20. New and Expectant Mothers

Any member of staff who is pregnant must inform the Headteacher. This should take place at the earliest opportunity. (Confidentiality can be observed for a period of time where this does not place at risk the health and welfare of the expectant mother or child). Once the Health and Safety Manager has been notified a risk assessment will be carried out to ascertain and identify any areas of work that need to be adapted. Records of these will be kept within the Health and Safety file

21. Personal Protective Equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

EnviroServe manage the PPE for their staff employees. Items of PPE are stored in the same manner in school.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

Members of the cleaning staff are responsible from their training to identify the need and request new equipment when needed.

22. Reporting Defects

All defects should be reported to either the Headteacher or the Bursar who are responsible for overseeing the Site Managers responsibilities. It will then be decided who is best placed to solve the problem (self-fix in school or call external agencies, including Kirklees services).

23. Risk Assessments

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded Howard Park's own risk assessment template which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the Headteacher and the School's Health and Safety Manager.

- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit. All of these risk assessments will be stored on the Kirklees approved system, 'Evolve'.
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.

- Relevant risk assessments can be found in the Health and Safety file, and in relevant areas around school. These identify potential risks in the relevant area of school.
- For children who present significant additional need and their safety can not be controlled the use of an IEP/passport, an additional risk assessment will be written. A copy will be stored in the child's file along with a copy in the classroom and provided for the class teacher.
- Individual risk assessments for staff (where needed) will be undertaken by the Health and Safety Manager.

For staff who do not feel confident to undertake a risk assessment there is additional guidance in the Health and Safety Managers office.

24. Signs and Signals

Fire doors are all labelled correctly and comply with the necessary requirements. These are checked by the Kirklees Fire Safety team.

25. School Trips/Off-Site Activities (also see section 27)

Kirklees guidance is followed when planning educational visits and the recommended system 'Evolve' is used. The Educational Visits Co-ordinator (EVC) will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. All risk assessments will then be countersigned by the Headteacher.

Risk assessments for Educational visits:

- Teachers will make a pre-visit to the place of their visit where practical to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for approval.
- They must get the consent of every child's parents/guardian before taking them on a visit. On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

26. Occupational Health

The Governors and the School's senior managers acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a persuasive business case as well as a moral and legal duty for taking steps to promote employee wellbeing as far as reasonably practicable. The Governors and the School's senior managers are committed to fostering a culture of cooperation, trust and mutual respect, where all individuals are treated with dignity, and can work at their optimum level. The Governors and the School's senior managers recognise that work-related stress has a negative impact on employees' well-being, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level. The school has also introduced a wellbeing policy that provides more information

27. School Transport

Drivers of the minibus are expected to conform to the requirements set by Kirklees Council. The overall responsibility of the minibus rests with the Headteacher although some of these responsibilities are passed down to the driver on any particular trip. More details can be found in the school minibus policy.

28. Smoking

We have a no smoking policy in place for the building and grounds.

29. Staff Consultation and Communication

Staff can raise any concerns regarding health and safety matters at any time to the Health and Safety Manager or the Bursar (who is responsible for managing the Site Manager). All information regarding health and safety is available to read at any time in the office.

30. Supervision

The school will be open from 8.50 am to 3.30 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

Supervision arrangements for breakfast and after school club can be found in the separate extended schools policy.

The school supervision arrangements are:

- Unless in breakfast club, parents are responsible for their children before school. A member of school staff will be present at the door to welcome children in to school. Once children enter, they are the responsibility of the school staff.
- There will be one member of staff on duty per class at break times. Lunchtimes are covered by TA's and/or members of SLT. A minimum of two members of staff will always be on duty outside.

- In EYFS and KS1 pupils are the responsibility of school until passed to a responsible adult at the end of the school day. In KS2 pupils who are waiting for collection are taught to wait with a member of staff until they are collected.
- Staffing ratios for trips are covered in the Education Visits policy.

31. Training and Development

New staff are provided with a copy of the Health and Safety Policy as part of their induction. Before being allowed to take on any additional roles (such as leading a trip) a decision is made by the SLT as to the competency levels of the member of staff involved.

The Site Manager is responsible for identifying any training he or his cleaning staff require. This is then reported to the Health and Safety Manager or the Bursar.

The Health and Safety manager oversees any required health and safety training for staff.

Records of all training undertaken are kept in staff files.

32. Display Screen Equipment

Staff who use a computer/laptop for more than 1 hour or more at any one time during the working day must undertake a Display Screen Assessment. Any defects in the workstation must be reported to the Headteacher or the Health and Safety Manager. For further information see the guidance included in the LA's guidance on 'Safe Use of Display Screen Equipment.'

33. Vehicles on Site

All vehicles left on site are the responsibility of the owner, the school has no liability for any damage caused whilst parked on school ground. Car parking places are clearly identified and paths are also clearly marked. Crossing areas are also clearly identifiable.

34. Violence to Staff

The school have adopted the LA guidance on welfare within the workplace. Please refer to the additional guidance document for further information.

35. Welfare

The school have adopted the LA guidance on welfare within the workplace. Please refer to the additional guidance document for further information.

36. Working at Height

There are no circumstances in school where school staff would be expected to regularly 'work at height'. On the occasions where this is required the Site Manager (who has received ladder training) will be available to help staff. For situations where ladders may be required the LA guidance on the matter is adopted. See these guidance notes for further information, these are available in the Health and Safety file and the staffroom.

Ladder training is undertaken by the site manager. If using a step ladder staff are to not go up further than 3 steps.

37. Water Quality/Temperature/Hygiene

Water quality is monitored on a monthly basis by Kirklees LA. All information is recorded in the Water Quality Manual which is located in the office.

38. Work Experience

All work/training placements are managed by the Headteacher/Deputy Head who will evaluate the suitability of individuals (including where they will be placed through school). Their induction will be led by the teacher they are most closely working with and only appropriate tasks for their skill set will be expected.