

## Part 1 Health and Safety Policy Statement

### Hanging Heaton CE (VC) J&I School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this 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.
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.

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**Rebecca Beaumont, Chair of Governors**

**Janet Thompson, Headteacher**

Reviewed Governing Body Resources Committee: November 2017

## Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer; who is 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.

### 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.

<b>Policy-makers</b>	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.
<b>Planners</b>	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
<b>Implementers</b>	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.
<b>Assisters</b>	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.
<b>Employees</b>	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
<b>School Governors</b>					It is recognised that some governors are LA employees
<b>Headteacher</b>					
<b>School Leadership Team</b>					
<b>Deputy/Assistant Headteacher</b>					
<b>Health and Safety Coordinator</b>					
<b>Teachers</b>					
<b>Managers</b>					
<b>Premises Managers</b>					
<b>Teaching and Classroom Assistants</b>					
<b>Learning Support Staff</b>					

<b>Admin Staff</b>					
<b>Site Supervisor or Caretaker</b>					
<b>Health and Safety Policy Group</b>					
<b>Health and Safety Adviser</b>					
<b>LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser</b>					

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

<b>Policy-makers Headteacher – Janet Potter Resources Committee</b>	
<b>School Governors Headteacher H&amp;S Committee H&amp;S Advisers School Leadership Team</b>	<b>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.</b>

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.
- 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.

<b>Planners- Headteacher and Resources Governors (see above)</b>	
<b>Headteacher</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Governor for Health and Safety</b> <b>Deputy/Assistant Headteacher</b> <b>Health and Safety Coordinator</b> <b>Heads of Dept</b> <b>Managers</b> <b>Premises Manager</b>	<b>Develop the local plans to achieve corporate/school health &amp; safety objectives.</b> <b>Develop management arrangements for the identification of hazards and control of risks within their area</b>

The Planners will;

- Be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
  - appoint a Premises Manager (see **Implementers** below);
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their

- performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
  - Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
  - Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
  - Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ChYPS Policy;
  - Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
  - Ensure that an annual **Premises H&S Inspection** of the premises is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);
  - Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
  - Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
  - Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
  - Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
  - Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers – Headteacher, Caretaker and Resources Committee</b>	
<b>Headteacher (also Policy maker, Planner)</b> <b>School Leadership Team (also planners)</b> <b>Heads of Department (who may also be planners)</b> <b>Teaching Staff [Including supply teachers]</b> <b>Managers</b> <b>Premises Managers</b> <b>Teaching Assistants</b> <b>Learning Support Staff</b> <b>Admin Staff</b> <b>Site Supervisor/Caretaker</b>	<b>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</b>

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the Kirklees Council and ChYPS and those developed within school;
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans);
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. intranet/Newsletters);
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

## **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the ChYPS Health and Safety Policy. These are reproduced here;**

1. To maintain an understanding of ChYPS Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and forms are submitted electronically via lachsweb;
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.

<b>Assisters – LA Staff eg Asset Management, H &amp; S Team</b>	
<b>Health and Safety Coordinators                      Health and Safety Advisors                      Occupational Health Professionals                      Specialist Technical Staff</b>	<b>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</b>

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**

Accident Reporting should be done in writing to the Headteacher, who will file a report in conjunction with the Bursar, electronically. Any investigation will initially be undertaken by the Headteacher; Governors will be informed and may be involved in the investigation.

#### **2. Asbestos**

The PAMP. (Premises and Asbestos Management Plan) is held in the School Office. The Senior Admin Officer/Caretaker is responsible for handing this to contractors. It contains details of asbestos on our site, where it is located and the level of risk it poses. Building works are usually done in consultation with Asset Management to ensure adherence to correct procedures. Advice is sought from Asset Management for smaller jobs.

#### **3. Contractors**

Projects are organized through with support from Asset Management. Advice is sought in other circumstances  
Small contracts are undertaken by preferred contractors that have been used successfully previously for example fitting Interactive Whiteboards. The Headteacher, Caretaker and where appropriate other colleagues (ICT Technician) oversee the work. Again advice is sought from the LA when necessary.

#### **4. Curriculum Safety - including out of school learning activity/study support**

The school uses many of the risk assessments available on Ednet; these are amended to suit the individual circumstances. A wide range of model risk assessments are on the school Shared Drive for staff to use/amend.

#### **5. Drugs & Medications and Care Plans**

Parents are required to complete documentation to request the administering of medicines in school. Healthcare plans are in place for vulnerable individual pupils; these are done in consultation with School Health.

#### **6. Electrical Equipment [fixed & portable]**

Electrical equipment is tested in line with regulations. The testing is undertaken by qualified staff; an outside contractor with PAT licencing.  
Other larger electrical equipment are subject to routine LA inspections.

#### **7. Fire Precautions & Procedures and other emergencies incl. bomb threats**

The Headteacher is responsible for undertaking and reviewing fire precautions and

procedures.

Procedures are in place for regular and routine fire safety precautions

Fire alarm points are tested regularly and in excess of minimum recommendations. Fire evacuation drills are practiced and evaluated.

A plan is in place in the event of a bomb threat or other reasons for a full evacuation of the site; the school will evacuate to the Church or Church Hall

Documentation about evacuations and testing are held in the school office.

#### 8. First Aid

Trained First Aid Staff including Pediatric First Aid training – Miss Coney, Mrs Ryder – support staff have undertaken school first aid training

Location of first aid boxes – Photocopy area, staff room, school office, outdoor classroom Mrs Ryder is responsible for ordering and restocking.

Inhalers are kept in staff cupboards; they are arranged by classes and all are labeled and checked for dates.

In the event of an emergency, Mrs Brook (Senior Administrator), HT and DHT will contact the emergency services.

If necessary a member of the school staff will accompany the child in the ambulance; it will be decided at the time who is the most appropriate person.

#### 9. Gas Safety

The LA inspects the gas appliances in line with regulations. A record is kept by the Caretaker; it is located in the Boiler Room.

#### 10. Grounds -Safety/Security

The school has no perimeter fence, gates are locked on an evening and weekend to restrict access to the school site.

Grounds maintenance is undertaken by our preferred service.

The HT and Caretaker undertake regular checks of the grounds to identify possible risks.

All staff and pupils are instructed to keep all doors closed; entry is by key

A procedure is in place to control entry into the building; this includes signing in arrangements.

The gate into key stage 1 playground is kept closed from 8.50am to 3pm.

#### 11. Hazardous Substances (COSHH)

Staff have been briefed about COSHH and know any such substances must be locked away; the HT and Caretaker check adherence to this practice in their regular H & S checks (see record book).

#### 12. Housekeeping – Storage, cleaning & waste disposal

The Caretaker manages the organization of collection to avoid overfilling.

A two weekly recycling collection takes place.

Arrangements for floor cleaning takes place prior to school starting or after school has finished for pupils; wet signs are available and used where necessary throughout the day.

The premises have sufficient and safe storage systems. Cleaning is undertaken to a high standard; this is managed by the Caretaker.

Electrical appliances are disposed of in accordance with regulations eg computers.

#### **Blood waste**

#### 13. Handling & Lifting

Staff are strongly encouraged to avoid lifting by 'good storage'. The caretaker uses aids to move heavy loads.

Shelving arrangements are designed to avoid the need for 'unsafe' lifting for example the storage of paper for reprographics.

#### 14. Jewellery - see Parent handbook for information to parents.

Pupils are strongly discouraged to wear items of jewellery; very small stud earrings are

allowed.

#### 15. Lone Working

Currently the HT, Deputy Headteacher and Caretaker are the only members of staff to be lone working. The latter would be potentially mornings and holiday and weekend overtime; the HT/DHT routinely work on site alone. Security is maintained by secure entry into school. The Headteacher, Deputy Headteacher and Caretaker are responsible for ensuring areas not being worked in are secure and the site is alarmed when they leave the premises. All must let family members know of their expected time of arrival back and all must carry mobile phones when lone working.

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

Plant is inspected in line with LA guidelines and the school buys in to this service.

Steps are routinely inspected by the Caretaker (see record book) and staff using them have been instructed to inspect steps before use.

PE equipment is inspected/serviced by Metrogym in line with regulations

Fire equipment is checked by appropriate bodies and results/findings are recorded in the Fire Safety Log and Manual (kept in Office).

#### 17. Monitoring the Policy and results

The HT and Caretaker carry out regular checks (see earlier).

Governors have been appointed to undertake a H & S monitoring role.

The HT is responsible for updating and monitoring of the policy.

The H & S report book is available to all Governors; they are aware of it and its location.

There is a H & S briefing every week for teaching staff as part of Teacher briefing; Governors are aware of this. H&S items are written on the staffroom noticeboard. All staff must ensure they read this before work each morning.

#### 18. New & Expectant Mothers

The HT is informed and ongoing appropriate risk assessments are taken for example remaining at home if the school is suffering from an outbreak of Swine Flu.

#### 19. Noise - Not applicable

#### 20. Poster on Health and Safety Law

The poster is located in the staff room; it is brought to visitors' attention. The HT is the named person of the poster.

#### 21. Reporting Defects

See HT and Caretaker monitoring.

See earlier H & S briefings

#### 22. Risk Assessments

A comprehensive range of model risk assessments (and a blank one) are available on the school shared drive. It is the responsibility of the Class teacher to ensure appropriate Risk Assessments are undertaken to support activities and trips.

Where necessary the HT undertakes additional specific risk assessments eg for individual pupils.

Staff with possible related health issues eg pregnancy are individually responsible for informing the HT so appropriate procedures can be made.

Training and awareness raising has been completed for manual handling and working at height; appropriate steps and a sack cart are available for all staff.

The Headteacher, Deputy Headteacher and Caretaker are the only members of staff who undertake lone working. When doing so all other areas of the school are locked. The lone worker is responsible for locking the building and setting the alarm as they leave the building.

The Risk Assessment Officer and Corporate H & S are consulted where necessary for further advice.

### 23. Signs and Signals

The proper signs and signals in place and do they comply with requirements. All Fire Signs have recently been checked and renewed where needed (September 2013)

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

EV1 and EV1as are completed for all trips.

Risk assessments are requested from centres visited

Additional generic risk assessments are used eg travel by coach.

Visit leaders are responsible for these.

### 25. Employee Healthcare -Stress and staff Well-being

The HT may refer members of staff to Employee Healthcare to support their wellbeing.

The HT liaises with individual staff if necessary to support their health and well being

### 26. Smoking

The school is a no smoking site.

Anyone wishing to smoke must do so off the premises. Appropriate signage is displayed.

### 27. Staff Consultation and Communication

H & S is a standing agenda item on the weekly staff briefing.

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

The school conforms to adult pupil ratios when undertaking off site visits and activities.

Parent volunteers have CRB checks undertaken.

Adult pupil ratios on site are within regulations.

### 29. Swimming Pool Operating Procedures (where applicable)

A risk assessment is in place to take pupils swimming; once there, the Pool procedures are implemented and supervised by the pool staff.

### 30. Training and Development

Induction takes place and staff/visitors sign to acknowledge this has been undertaken. New staff receive information via the induction process and staff handbook. The induction is given by a member of the SLT or a member of the Admin Team

### 31. Use of VDU's / Display Screens / DSE

Appropriate seats are in use to aid good working practices.

### 32. Vehicles on Site

Parents are not permitted to drive onto the site.

Regular deliveries are made prior to pupils arriving on site or during school session times. It is not permissible for vehicles to drive onto the children's playspace unless supervised by a member of staff.

### 33. Violence to Staff

Entry into the building is controlled to protect pupils and staff.

All visitors arriving on site are directed to the main entrance. Staff are instructed to inform the HT/DHT if anyone arrives in the playground and does not comply with the request to report to the school office.

### 34. Welfare

The school's temperature is controlled centrally by remote computer. Washing and toilet

facilities are adequate.

### 35. Working at Height

See earlier reference.

The caretaker routinely uses steps for replacement of light bulbs, decorating and other work at height. No working at height tasks should take place whilst lone working. Pupils may only use steps when a risk assessment has been undertaken eg dropping parachutes in a science experiment.

### 36. Waste Management

Waste is stored in appropriate containers and disposed of in line with regulations.

### 37. Water Quality/Temperature/Hygiene

These are monitored through a buy back contract with the LA. The results are recorded in a book held on site.

### 38. Work Experience

All work experience students are briefed on H & S procedures and signposted to assistance/queries.

### 39. Safeguarding

This has a detailed independent policy

For specific school policies and risk assessments see the website/shared drive.

## Key Performance Indicators

Essentially these 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, which ever is best for the situation. They can be constructed on such topics as;

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 (on time?)

Results of any Corporate Safety Audit/Inspection (use for new targets)

## **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.