

Hightown Junior Infant and Nursery School

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Health & Safety policy

Policy date:	January 2024
Policy author:	LA model policy with school revisions
Approved by	Resources committee
Link governor:	Barry Lockwood
Review date	September 2026

Introduction

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team.

The organisation and arrangements which support the H&S Policy (i.e. the day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).

- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.

- For academies, free schools and independent schools, the employer is usually the governing body, the proprietor or the academy trust.

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 3 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school

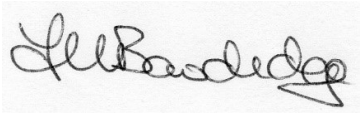
Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

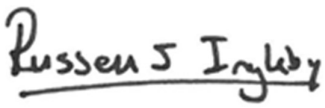
The School's Health and Safety Policy should make reference to, and be complemented by, the DCYP Health and Safety Policy which can be found on One Hub – Professional Services – Health and Safety – Policies

Health and Safety Policy Statement

Hightown JI&N School

1. 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.
2. 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.
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 representative's 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.





Julie Bowdidge, ***Chair of Governors***	*Russell Ingleby,* ***Headteacher***
5.1.24.	*5.1.24..*

Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Kirklees Council as the Local Authority (LA) and Governors in this category have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented.

Organization and Responsibilities for Health and Safety

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

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organizational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
Assisters	Have the authority, independence and competence to advise Headteachers, Governors and Employees (or their representatives)/ They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialized field.
Employees	Irrespective of their position within the school organization e.g. Voluntary Aided 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	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 Headteacher – Mr. Russell Ingleby	
School Governors **Headteacher** **H&S Committee** **H&S Advisers** **School Leadership Team**	**Devise and produce policy on health, safety and welfare at a strategic level.** **Preserve, develop, promote and maintain the School's health and safety management system.** **Ensure that health and safety matters are taken into account when organisational decisions are made.**

The Policy makers;

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

Planners	
Headteacher **Members of the School Leadership Team** **School Governors** **Governor for Health and Safety** **Deputy/Assistant Headteacher** **Health and Safety Coordinator** **Heads of Dept** **Managers** **Premises Manager** **Caretaker**	**Develop the local plans to achieve corporate/school health & safety objectives.** **Develop management arrangements for the identification of hazards and control of risks within their area**

The Planners will;

- Be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff 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 Caretaker (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 ChYPS 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 One Hub 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);
- 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 ChYPS and those developed within school;
- Demonstrate commitment to the management of health and safety by:

  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes

- Communicating regularly about H&S

- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (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. One Hub 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 ChYPS 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.

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

Hightown JI&N School

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:

1. Accident Reporting, Recording & Investigation

Any minor accidents are recorded on Evolve Accident Recording System. All staff have an account.
Any accidents and near misses should be reported to Linda Winn, School Business Manager.
Any accidents will be inputted by Linda Winn onto LACHS. Linda Winn will investigate and complete the necessary paperwork. Near misses are recorded by Linda Winn and stored on a spreadsheet and stored on 'O' Drive.
Governors are informed at the Resources Committee Meeting.

2. Asbestos

Russell Ingleby (Headteacher) is the Duty Holder. Linda Winn (School Business Manager) and Stan Blowles (Caretaker) are Responsible Person for the Premise Asbestos Management Plan (PAMP).
The PAMP folder is located in the main office and Linda Winn (Responsible Person) is aware of the location within the office. If Linda Winn is not available the other two members of office staff are aware of the location.
Prior to contractors commencing work they will have site of the PAMP folder.
If Asbestos is disturbed, work should immediately cease and report any damage to Linda Winn or Russell Ingleby. Linda Winn or Russell Ingleby will contact Kirklees Asbestos team for advice.

3. Contractors

Projects are generally organised through DPS and Asset Management.
When school manages their own projects, consideration is taken into account if they are members of CHAS (Contractor Safety Assessment Scheme or other members of SSIP (Safe Systems In Procurement). A prestart meeting will take place between school and contractors

to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and to identify the project manager. Staff should report concerns to the Head Teacher.

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

The school uses many of the risk assessments on One Hub; these are amended to suit the individual circumstances. A wide range of model risk assessments are on the O Drive to use/amend.

When staff undertake any out of school activity, a risk assessment is undertaken.

Linda Winn reviews all Risk Assessments every 12 months.

When undertaking a school trip, risk assessments are implemented and uploaded onto Evolve.

5. Drugs & Medications

The school has a medical policy and this is uploaded onto the website.

If any medication is administered, parents must fill in a form giving permission. Only medication that is prescribed will be administered. All medication given is recorded on Evolve under Medication.

Medication is stored in a locked cupboard in the office and medication that is required to be stored in a fridge, this is stored in the staff fridge.

Staff have had training for a child with specific medical needs and also for a child who may need an EPIPEN.

Healthcare plans are in place for vulnerable individual pupils; these are done in consultation with School Health.

6. Electrical Equipment [fixed & portable]

All electrical equipment is PAT tested every two years. Linda Winn has the inventory of all electrical equipment tested and a certificate is available.

Other larger electrical equipment are subject to routine LA inspections.

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

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.

Fire evacuation drills are practiced and evaluated.

The fire extinguishers are serviced annually, this is arranged through Asset Management.

The fire and emergency evacuation policy has been shared with all staff.

The emergency lighting is checked by the caretaker on a regular basis and the fire log book is updated.

8. First Aid

Trained First Aid Staff including First Aid at Work and Paediatric First Aid training are listed at various points around school, they are in blue clip frames. It is the responsibility of the First Aider to made sure the first box is replenished regularly.

Linda Winn has a list of all First Aiders and when they completed the training. Once their certificate is approaching the end date, Linda Winn will arrange for retraining.

Inhalers are kept in each class for the child who may need it. There are two emergency asthma inhaler kits in school and these are kept in the hall and in the main office.

In the event of an ambulance, Linda Winn will contact the emergency services. In the absence of Linda Winn, the Business Support Officer will contact the emergency services. As soon as an Ambulance is called the parent/carer will also be telephoned to come to school. If the parent has arrived, they will accompany their child. If the parent/carer hasn't arrived, a member of staff who is familiar with the child will accompany. This will be decided by Mr. Ingleby or a member of SLT.

9. Gas Safety

The Gas Safety is undertaken annually by Kirklees Council and the record of inspection is kept in the Health and Safety folder in the main office.

10. Glass & Glazing

The school had new windows and doors fitted in August 2018 and all glass conforms to regulations. Any replacement panes will conform to the required standards.

11. Grounds - Safety/Security

Grounds maintenance is undertaken by the caretaker.
The majority of the school grounds are surrounded by a large green fence. Where access is needed there is a gate and a padlock is in place. The gates are locked once all children have entered in a morning and opened again at the end of the school day.
The caretaker will do a perimeter check once all children are in school.

The caretaker will do a sweep of the grounds every morning when he opens school. He will do a more thorough check on a Monday morning.

All staff and pupils are instructed to keep all doors closed; entry to main doors is by a security fob system.

All visitors have to sign in and wear an appropriate lanyard with a photographic badge in the holder. These are different in colour, dependant if they are DBS checked or not. Once the necessary checks have been established, there is an internal door that is locked at all times. Only staff that work at school have a fob to gain access. Staff in the office can open the door from a computer in the office. If a visitor is not DBS checked, they have to wear a red lanyard and are escorted through school at all times by a member of staff and are not to be left alone at any point.
Staff have been directed not to let any visitors in if they are passing the door.

12. Hazardous Substances (COSHH)

Staff have been briefed about COSHH and know any such substances is locked away in the caretakers room and also in a locked cupboard in the boiler room. The Business Manager and Caretaker check adherence to this practice in their regular H&S checks.

13. Health and Safety Advice

The school acts on all advice from Corporate Health and Safety and this is disseminated to staff.

14. Housekeeping – Storage, cleaning & waste disposal

The Caretaker manages the organisation of waste disposal and recycling and collection to

avoid overfilling.
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 had 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 e.g., computers.
Blood waste/sharps are disposed of in accordance with regulations.

15. Handling & Lifting

Staff are strongly encouraged to avoid lifting heavy things. The caretaker uses aids to move heavy loads. Trolleys and carts are provided for the moving and handling of large / bulky / heavy equipment. Staff are provided with advice on manual handling guidelines on an annual basis through the staff handbook.

16. Jewellery

Pupils are not allowed to wear items of jewellery; studded earrings are permitted however, these should be removed/a plaster over them for PE.

17. Lettings/shared use of premises

No lettings or shared use of premises are undertaken.

18. Lone Working

Currently the Headteacher, School Business Manager and Caretaker are the only members of staff to be lone working. Security is maintained by the alarm system and secure entry into school. The Headteacher, School Business Manager and Caretaker are responsible for the school to be alarmed and is secure when they leave the premises. They let family members know of their expected time of arrival back and all carry mobile phones when lone working.

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

Plant is inspected in line with LA guidelines and the school buys into this service.
The Gas Safety is inspected by the LA and is in line with regulations.
Step ladders are routinely inspected by the caretaker (see record log) and staff using them have been instructed to inspect step ladders before use.
The outside Climbing frame is checked regularly and recorded by the caretaker.
Fire equipment is checked by appropriate bodies and results/findings are recorded in the Fire Safety and Log and Manual (kept in the office).
Kirklees Fire Safety visit twice a year and undertake a Fire Alarm Service and school Survey and the findings are kept in the Fire Log book
The air conditioning unit in the PPA is serviced annually by an appropriate company.

20. Monitoring the Policy and results

The Heateacher/School Business Manager and Caretaker carry out regular checks.
There is a Governor with Health and Safety responsibility and he does a monitoring visit.
The Headteacher is responsible for updating and monitoring of the policy.
Health and Safety is a standing item on the Resources Committee and accidents/near misses are feedback.
Health and Safety is a standard item on the staff briefing every week. Staff are reminded that it is their responsibility to report an accidents/near misses and to be mindful of slips/falls and safe working with ladders etc.

21. New & Expectant Mothers

An individual risk assessment will be undertaken when informed of any new expectant and new mothers.

22. Noise

Not applicable

24. Personal Protective Equipment (PPE)

Appropriate clothing is provided for the caretaker.

25. Reporting Defects

Regular checks are undertaken by the Headteacher/School Business Manager and caretaker. Staff can report any minor defeats to the School Business Manager or Caretaker.

26. Risk Assessments

A comprehensive range of model risk assessments (and a blank one) are available and are on the school 'O' drive. It is the responsibility of the Group Leader to ensure appropriate Risk Assessments are undertaken to support activities and trips. They are uploaded onto Evolve.
Where necessary the SLT undertakes additional specific risk assessments e.g. for individual pupils.
Staff with possible related health issues e.g. pregnancy are individually responsible for informing the Headteacher so appropriate procedures can be made.
Awareness raising has been made to staff and appropriate step ladders are available for working at height and a sack cart is available for all staff.
DSE – a questionnaire has been completed by the administrative staff who work for long periods on a PC and is held on file in the main office.
The Risk Assessment Officer and Corporate H&S are consulted where necessary for further advice.

27. Signs and Signals

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

28. School Trips/ Off-Site Activities

Evolve is completed for all trips and shared with LA as appropriate.
Risk assessments are requested from centres visited.
Additional generic risk assessments are used by travel by coach. Group Leaders are responsible for these.
In additional there is a comprehensive Off Site Visits and Emergency Plan that details are shown and known by staff.
The Headteacher and Business Manager are Educational Visits Co-ordinators and have had the training.

29. Occupational Health - Stress and staff Well-being

The Headteacher may refer members of staff to Employee Healthcare to support their wellbeing.
The Headteacher liaises with individual staff if necessary to support their health and well being
The Learning Mentor is the wellbeing champion and she liaises with staff giving help/advice support.

30. Other School Buildings

Not applicable

31. School Transport – e.g. minibuses

Not applicable

33. Staff Consultation and Communication

Health and Safety is a standing agenda item on the weekly staff briefing.

34. Supervision

The school conforms to adult pupil ratios when undertaking off site visits and activities.
Regular volunteers have DBS checks undertaken.
Adult pupil ratios on and off site are within regulations.

35. Swimming Pool Operating Procedures (where applicable)

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

36. Training and Development

Induction takes place for new members of staff. New staff receive information via the weekly briefing. The staff handbook is given to all new members of staff.
The School Business Manager undertakes a briefing on Health and Safety when they first arrive at school.

37. Display Screen Equipment (DSE)

Administration staff and those using laptops for long periods complete an annual questionnaire on the use of VDUs etc.
Appropriate seats are in use to aid good working practices.

38. Vehicles on Site

Vehicles are permitted with prior notice and only when the children are not in the school playground. If any vehicle is permitted the caretaker or office staff will supervise the vehicle.

39. Violence to Staff

Entry into the building is controlled to protect pupils and staff.
All visitors arriving on site have to buzz the intercom to gain access. Staff are instructed to inform a member of the SLT if anyone arrives in the playground and does not comply with the request to report to the school office.
In an emergency, the Headteacher, Deputy Head or Business Manager are informed that a potentially dangerous person is on site; both inside and in the playground, invacuation procedures should be actioned.

40. Vibration

Not applicable

41. Welfare

The school's temperature is controlled centrally by remote computer. Ventilation and light meet the relevant standards. The windows are double glazed. Washing and toilet facilities are adequate.

42. Working at Height

See earlier reference.

Where possible working at height is minimized, however if this is not possible the following procedures are in place:

The caretaker routinely uses step ladders.

Staff should always use the step ladders provided when working at height e.g. putting up displays.

Pupils should not use step ladders without an appropriate risk assessment being undertaken.

43. Waste Management

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

44. Water Quality/Temperature/Hygiene

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

45. Work Experience

All work experience students are briefed on Health and Safety procedures and signposted for assistance/queries.