



## Models School Health Safety Policy

Children & Young People Service

December 2022

### Model Framework for a School Health and Safety Policy - Template

#### Introduction

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

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

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

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

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

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

The policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

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

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

**Part 4** - Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health and Safety Policy should make reference to, and be complemented by, the ChYPS Health and Safety Policy which can be found on EDNET at <http://www.kirklees-ednet.org.uk/subjects/health/docs/policy/index.htm>



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### Part 1 Health and Safety Policy Statement

#### Hopton Primary 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 schools Governing Body will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - appropriate safe systems of work exist and are maintained;
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

#### Hopton Health and Safety Statement

We will strive to ensure that all employees, children and visitors to our school site are aware of the health and safety requirements placed on them and that we will actively support their health, safety and welfare whilst they are about their lawful business in our school.

[Insert signature]

[Tabitha Grooby], Chair of Governors

[March-2022]

[Insert signature]

[Andy Blakeley], Headteacher

[May-2017]



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### 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	<b>Kirklees Council as the Local Authority (LA)</b>	Governors of schools in this category have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body</b>	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.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	Therefore PPP schools should reflect this in their School Policy.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

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

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

### Organisation and Responsibilities for Health and Safety

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

<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



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<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
School Governors					It is recognised that some governors are LA employees
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Policy Group					
Health and Safety Adviser					
LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser					



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

<b>Policy-makers</b>	
School Governors Headteacher H&S Committee H&S Advisers School Leadership Team	<b>Devise and produce policy on health, safety and welfare at a strategic level.</b> <b>Preserve, develop, promote and maintain the School's health and safety management system.</b> <b>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.
  - Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor.
  - The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see Assisters below.)
- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- The GB will inform ChYPS of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.



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Planners	
<b>Headteacher</b> <b>Members of the School Leadership Team School Governors</b> <b>Governor for Health and Safety Deputy/Assistant</b> <b>Headteacher Health and Safety Coordinator Heads</b> <b>of Dept</b> <b>Managers</b> <b>Premises Manager</b>	<b>Develop the local plans to achieve corporate/school health &amp; safety objectives. 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;



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- 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 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 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</b>	
<b>Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Assistants Learning Support Staff Admin Staff 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>



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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.*



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### 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 up to date Incident Recording 01 (IR01) forms are available;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees Design and Property Services as a result of a maintenance contact visit.



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Assisters	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities laid down in the ChYPS Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by ChYPS to promote H&S at work (e.g. EDNET/intranet/Newsletters);
- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Head of Establishment;
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process.

**Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.**

### Employees [including temporary & volunteers]

Employees – Irrespective of their position within the Councils structure, all staff are employees and therefore all the employee responsibilities within the ChYPS Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the ChYPS Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.



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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.



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### Part 3 Detailed Arrangements and Procedures

Hopton Primary 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 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**

Report accidents to A Blakeley. Further investigation undertaken by A Blakeley and forms required to be completed by the person and S Ellison. Signed off by A Blakeley if required.

**2. Asbestos**

Named person will be A Blakeley.

Caretakers to have access to all asbestos related information.

This information should be related to contractors as and when required.

**3. Contractors**

[When managing own projects, school should consider how contractors are selected (e.g. CHAS), arrangements for induction of 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 identify the project manager. Staff should report concerns to the headteacher. When the project is through the LA school should liaise with ChYPS School Link Asset Management Officer tel. 01484 225249, Kirklees Council's Project Manager in Design and Property Services tel. 01484 226081.

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

Risk assessments are in place covering the use of equipment, facilities and equipment. We have both generic and specific risk assessments for educational trips that include coach travel and such ones as Shibden Hall.

**5. Drugs & Medications**

We have policies and procedures on medication in school and the application of health care plans. These are available to all staff. Training for medical support is on a needs basis.

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

A Blakeley is the named person for defects or issues to be reported to. We have contractors who provide PAT support and other issues that are easily resolved such as the removal of extension leads/portable appliances is delegated to the caretaking staff. The main record of inspection is through the PAT regime. Staff are dissuaded from bringing in their own items into school.

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

A Blakeley is responsible for drills in conjunction with other staff.



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Emergency planning is in place for Fire, Bomb, Lockdown 1, Lockdown 2. Specific staff have identified roles.

Caretaking staff are responsible for the upkeep and testing of alarm/ emergency equipment alongside outside contractors for specific maintenance.

**Fire Risk Assessment** is located in the office.

### 8. **First Aid**

Restocking is A Blakeley and K Bates with admin support as required. First Aid is stored around the school. First Aiders are:

A Blakeley  
K Bates  
K Wike  
A Mistry  
E Golec Davey  
H Parry  
J Jackson  
S Marshall  
K Bottomley  
K Tattersall  
A Cherrington  
N Johnson

### 9. **Gas Safety**

Yearly by a competent contractor. The gas information is located in the office.

### 10. **Glass & Glazing**

Glazing is appropriate

### 11. **Grounds - Safety/Security**

External gates are locked when children are in school.

All external doors are to be kept shut whilst children are in school unless break, lunch or PE times.

Intercom system at the main entrance to admit visitors. Ipad signing in system for staff and visitors – VPASS. Key Fob System Implemented.

### 12. **Hazardous Substances (COSHH)**

Caretaking staff to ensure that all COSHH information is up to date.

Caretaking staff to ensure that all hazardous substances are locked away from children.

### 13. **Health and Safety Advice**

[Details of arrangements the school has made to obtain competent health and safety advice, e.g. Kirklees Council Group Safety Advisor tel 01484 226445, ChYPS Asset Management Team, Asset Management Officer tel 01484 225249]



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

Storage is always an issue in school and we use the boiler room to store some items. At the last Fire Safety Check by the Fire Brigade, no mention was made of the storing of items in the boiler house.

### 15. Handling & Lifting

All caretaking staff are aware that they can request training with handling and lifting if required.

### 16. Jewellery [This should be repeated in school prospectus]

Children are allowed watches and stud earrings. Earrings should be removed if possible during PE or if not then taped up appropriately.

### 17. Lettings/shared use of premises

We have a lettings policy in place.

### 18. Lone Working

We have a lone working policy in place

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

Electrical testing occurs each year

PE equipment is tested each year

Dining tables are tested each year

Fire equipment is tested each year

Gas is tested each year

The kitchen shutter is tested with the fire alarm

Other equipment may have external contractors testing or may have internal inspections.

### 20. Monitoring the Policy and results

The nominated H&S Governor and the HT carry out H&S reviews and will identify areas where changes need to be made.

### 21. New & Expectant Mothers

Follow the LA guidelines for new and expectant mothers.

### 22. Noise

N/A

### 23. Poster on Health and Safety Law

Bursar and HT. The poster should be displayed in a prominent place

### 24. Personal Protective Equipment (PPE)

N/A

### 25. Reporting Defects

Defects should be reported to the HT. Remedial work should then take place to reduce defects.



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### 26. Risk Assessments

Risk Assessments are generally created by the HT, although all staff can produce risk assessments for identified reasons such as SATs treat day. These are kept on the school network for future use as well as displayed on an annual basis in class.

### 27. Signs and Signals

Yes.

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

We have a robust Educational Trips Policy and procedures that include in depth planning and risk assessments.

All trips are signed off by the HT and/or COG and/or the LA as required.

### 29. Occupational Health - Stress and staff Well-being

Although the school does not buy back occupational health, we are always ready to support our staff in their roles and responsibilities.

### 30. Other School Buildings

N/A

### 31. School Transport – e.g. minibuses

N/A

### 32. Smoking

There is a no smoking policy in school and on the school premises.

### 33. Staff Consultation and Communication

H&S is now an item at staff meetings, allowing teaching staff to indicate areas of concern. All staff have free access to the HT to again voice their concerns of any aspect of H&S.

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

Children are not left unattended.

Staff are strongly advised against being in a room with a one to one situation.

Ratios are determined by the confidence and competence of staff involved alongside the activities and the age and ability of the children. The venue of any trip is also considered when trips are organised.

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

N/A

### 36. Training and Development

A new induction policy exists to support all staff, including any new staff in H&S.

The induction includes key documents or where key documents are to be found as well as important information that all staff should be aware of.

Where staff are required to be trained, the school will facilitate this as time and money allows.



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

The school would seek the support of LA for VDU Training/Support if required.

### 38. Vehicles on Site

As a general rule, vehicles are not allowed on the school site whilst children are present in school. If vehicles are allowed there is either segregation put in place or close monitoring of any movement. When contractors are on site there are timed periods when they can arrive and leave and where there is no vehicle movement allowed.

### 39. Violence to Staff

We have a number of policies and procedures in place. All incidents must be reported to the HT.

### 40. Vibration

There is limited use of equipment which would cause a vibration concern. When using drills, the premises staff are aware that they need to use the equipment carefully and to stop if they feel vibration is an issue.

### 41. Welfare

All staff have access to the HT to identify any defects in school. We obviously take the welfare of all of our children, staff, volunteers and visitors extremely seriously and will make adjustments and modifications as appropriate.

### 42. Working at Height

We have a number of step ladders in school that staff are told to use when working at heights. It is clearly each member of staff's responsibility to use the appropriate step ladder or to take advice on which step ladder to use. Working at Height Training has been completed in 2021.

### 43. Waste Management

We have a contract for sanitation bins. Any sharps are disposed of in appropriate needle containers. Blood waste is disposed of in the sanitation bins.

### 44. Water Quality/Temperature/Hygiene

Arrangements are in place for water quality to be tested on a frequent basis with information kept in the office/caretaking room.

Water temperature is reported as necessary to either the HT or the caretaking staff.

### 45. Work Experience

Work experience requests are handled by the Senior Management Team.

There are a number of policies in the school. These are available both on the school network and/or in the policy file.



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### 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.

Accidents and incidents are kept to a minimum.

Remedial action takes place after the occurrence of an accident or incident.

The LA Health and Safety Policy also requires feedback on certain KPI's more details of these can be obtained from your Corporate Health and Safety Adviser.

This policy was agreed by The Governing Body on Tuesday 6th December 2022

Signed on behalf of Governors.....