

Meltham CE (C) School



Health and Safety Policy

Policy Date:	January 2024	Version:	2.0
Policy Author:	Mr P Gibbins		
Approved by:	Chair of Governors: Mr K Stephenson		
Review Date:	January 2025		

1.0 Aims

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.

Kevin Stephenson

P. Gibbins

Kevin Stephenson, Chair of Governors

Phil Gibbins, Headteacher

2.0 Organisation and Responsibilities

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.

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

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

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

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

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

Policy-makers	
School Governors Headteacher H&S Committee 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 DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;

- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
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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	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 DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
 - appoint a Premises Manager (see Implementers below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see Assisters below.)

- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular Premises H&S Inspections are carried out, (this duty may be delegated to other members of school staff) Generic premises inspection checklists are available on 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) Self Audit forms are available on One Hub;
- Draw up any Action Plans required from the results of the Premises H&S Inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any Internal Health and Safety Audit which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

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

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

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed/ implemented in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (as appropriate). These may reflect the overall H&S plans;
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training and that this is recorded;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure

- that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
 - Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
 - Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. 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 DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

Employees [including temporary & volunteers]

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

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

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

Staff Safety Representatives

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

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

3.0 Detailed Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements of the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Accidents should be reported to the SLT or Business Manager. Business Manager records the accident and inputs onto the LACHS system if necessary. SLT carry out investigations if necessary.

2. Asbestos

The Head Teacher is the responsible person and the duty holder for the Premise Asbestos Management Plan. The PAMP is located in the front school office where it is available for contractors to look at and sign. Contractors should not drill or affix anything to walls without first getting permission and seeing/signing the PAMP. Any damage or disturbance of any asbestos that may be on site should be reported to the SLT.

3. Contractors

Contractors are selected to ensure they are compliant with current contractor H&S regulations (e.g. members of CHAS (Contractor Safety Assessment Scheme or other members of SSIP (Safe Systems In Procurement)). Induction of contractors should be held 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 Head Teacher. When the project is through the LA the school should liaise with the school Asset Management Officer.

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

Teaching staff should undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specific subject risk assessments such as PE, science, technology should also be conducted.

5. Drugs & Medications

Care Plans should be held in school for pupils who require them. Parental consent in writing must be sought for medicines to be administered. Refer to the schools Managing medicines in School Policy

6. Electrical Equipment [fixed & portable]

Regular visual inspections by users, and annual examination by competent person, who maintains the record of inspection. No personal electrical items should be brought into school. Any defective equipment should be turned off immediately and reported the caretaker or IT maintenance team. External PAT testing company carries out checks bi annually.

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

Refer to the school's fire safety policy and Emergency plan.

8. First Aid

Refer to the school's First Aid Policy.

9. Gas Safety

Inspections are carried out annually by competent person from Kirklees gas team. Certificates held in the Business Managers office. Any concerns report to the SLT or Business Manager immediately.

10. Glass & Glazing

All glass in doors and side panels to be safety glass, all replacement glass to be of safety standard. Assessment of premises carried out to establish whether there are areas which are unsuitable for use by children due to glass damage. Any broken glazing or glass to be reported to the Business Manager.

11. Grounds - Safety/Security

Regular maintenance of the grounds is carried out by a contracted maintenance team and also the school caretaker. Regular checks are carried out and specific site area checks prior to using a particular part of the grounds. Site security is maintained by ensuring all external doors are

locked shut from the outside (internally they are quick release for an emergency exit) Visitor access is via main reception door only. All visitors are signed in and their ID is checked. Badges are given to identify visitors in school.

12. Hazardous Substances (COSHH)

Storage of possible hazardous substances is in locked cupboards which are identified by the appropriate hazardous substance signage. Access to these areas is restricted and limited to key holders who are aware of the dangers and risk assessments. Eg cleaners and caretakers.

13. Health and Safety Advice

Competent health and safety advice has been given Kirklees Council Group Safety Advisors and the school's asset management officer.

14. Housekeeping – Storage, cleaning & waste disposal

Cleaning and removal of waste is carried out on a daily basis. Areas in school are designated to waste accumulation prior to it being removed to the relevant bins which are located in school car park. Regular collections by Kirklees waste management team are carried out.

15. Handling & Lifting

Manual handling and lifting risk assessments are in place. Employees are given direction on what is acceptable regarding handling and lifting.

16. Jewellery

Guidance on jewellery for children, including not wearing any jewellery for PE can be found in the school prospectus.

17. Lettings/shared use of premises

Premises are let to 'Schools Out' who are aware of all school policies including this H&S policy and appropriate risk assessments. Regular meetings are held with SLT for safeguarding and H&S updates. Other lettings of the premises take place infrequently. In the event of any such letting all H&S and risk assessments of the lettings party will be discussed and agreed prior to the lettings taking place. This includes site safety and safe working practice assessments.

18. Lone Working

Lone site working is not encouraged. In the case of any such lone working, employees on site should notify SLT of their attendance on site and their time of leaving. Details of the work to be carried out are assessed for risk.

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

Regular periodic inspection and testing takes place of equipment, including extraction systems, PE equipment, kiln, and pressure systems (including boilers and heating systems), fire alarm and smoke detection, emergency lighting, fire extinguishers etc. Records are held in the business manager's office.

20. Monitoring the Policy and results

The SLT is responsible for the monitoring of H&S management systems, and workplace inspections. They are also responsible for the monitoring and implementation of the policies by staff, monitoring accident reports/trends, complaints. The SLT and Governors are responsible for ensuring the implementation of new and updated policies.

The school's health and safety performance is measured and reported upon to the Governing Body annually.

- 21. New & Expectant Mothers**
Personal risk assessments are carried out for and with expectant mothers during their pregnancy period by the SLT.
- 22. Personal Protective Equipment (PPE)**
PPE is held in specific areas for use during relevant duties, eg intimate hygiene, first aid, cleaning etc PPE consists of masks, gloves, visors, goggles, aprons.
- 23. Reporting Defects**
Regular weekly meetings are held for staff where H&S issues are reported. Outside this meeting H&S concerns are reportable to the SLT or Business Manager.
- 24. Risk Assessments**
The SLT is responsible for ensuring RA's are undertaken, including special RA's (such as for new and expectant mothers or who have health problems), and the periodic review of RA's. On the day risk assessments should be carried out for new activities and outdoor activities including for weather related risks and site safety.
- 25. Signs and Signals**
Appropriate warning and information signs are in place around the school premises where they are necessary.
- 26. School Trips/ Off-Site Activities**
The teacher responsible for arranging off site visits should carry out the appropriate risk assessments and the relevant form on the 'Kirklees Evolve' system. The forms and trip are then authorised by the EVC co-ordinator and the Head teacher.
- 27. Occupational Health - Stress and staff Well-being**
Staff well being is a weekly agenda item at the meeting held in school. Well being advice is available in the staffroom and on the school website. Staff are encouraged to talk about their problems and referrals can be made by staff themselves or the SLT/Business Manager, with staff agreement.
- 28. Staff Consultation and Communication**
Regular weekly meetings are held where H&S is discussed. Policies and risk assessments are shared with all staff during induction and as revised. The documentation is available on the school server for all to access and on the school website if appropriate.
- 29. Supervision [including out of school learning activity/study support]**
Supervision for pupils during curriculum time is carried out by teachers and support staff. Pupils must not be left unattended. Volunteers in school may be allowed to supervise pupils for activities and on school trips. All volunteers have been checked and hold current DBS documentation. They are also made aware of safeguarding guidelines and who they should report to.
- 30. Training and Development**

New staff are inducted by their line manager on H&S arrangements, including establishing minimum health and safety competencies for certain activities. They are shown the policies and risk assessments, safeguarding documentation and who is the responsible person for reporting purposes etc. They are given a handbook and advised where all the documentation can be found on the server and online.

31. Display Screen Equipment (DSE)

DSE forms are completed annually by regular screen users and action taken if required.

32. Vehicles on Site

The movement of vehicles during the opening and closing of school is discouraged. Vehicles should not park at the front of school during these times. At all other times drivers should report to school office.

33. Violence to Staff

Several team members are trained in team teach handling techniques and all incidences of violence against staff are reportable to the SLT who will deal with the matter at the time by conducting a dynamic risk assessment and taking appropriate action to ensure the safety of all concerned.

34. Welfare

Adequate welfare arrangements are in place for staff including a room for breaks with adequate facilities plus toilet/hygiene areas which are regularly checked and maintained.

35. Working at Height

Staff who have not had relevant training should not use steps and ladders.

36. Waste Management

Collection of waste material is carried out by Kirklees waste management team.

37. Water Quality/Temperature/Hygiene

Regular water temperature and hygiene checks are carried out by Kirklees' authorised contractor, IWS. Records of checks and inspections including any remedial works that are required are held in the Business Manager's office.

38. Work Experience

Students and work experience placements are assessed and allocated by the SLT. All students and work experience staff are inducted including any appropriate training on arrival.

4.0 Policy

The Governors of Meltham CE Primary School have adopted the Kirklees DCYP Health & Safety Policy.

Personnel: Health & Safety Governor: Kevin Stephenson
Headteacher : Phil Gibbins
School Competent Person : Jackie Oldham (IOSH trained)

5.0 Appendices