



Health and Safety Policy

What is the purpose of this policy? *This policy describes our procedures and approaches to ensure the health and safety of all of our pupils, staff and other stakeholders. It also signposts relevant guidance and legislation.*

Who approved this policy? *The Governing Body*

Is this policy statutory? *Yes*

When was this policy written / reviewed? *November 2022*

When will this policy be reviewed next? *November 2023*

Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

This health, safety and welfare policy serves the dual purpose of drawing together into one document those procedures and guidelines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Executive Headteacher in consultation with the Site Manager and the Governors’ FSP Committee.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements. All new employees are provided with Health and Safety guidelines as part of their induction to the school (*See Induction Policy*).

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Executive Headteacher and has been formally adopted by the Governing Body. Its requirements are binding upon all employees and will be reiterated to all staff annually at the training day in September at the start of the new school year.

In addition to this Health and Safety Policy, the Health and Safety Policy issued by Calderdale sits alongside ours and should be referred to where necessary. Calderdale’s policy is directly applicable to all staff employed by Calderdale MBC. This can be found in the Management and Governance folder in the management office.

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy should be read and used in conjunction with the following policies/guidance:

- Calderdale Council Health and Safety Policy
- Staff guidance and policies on personal safety & lone working
- Lettings Policy
- First Aid & Medicines in Schools (Medical Needs Policy)
- Fire & Evacuation procedures
- Emergency Plan / Business Continuity Information

Health and Safety Policy Statement

Hebden Bridge Schools Federation is committed to the protection of the environment, health and safety of our staff, pupils, visitors, contractors and any other person who may be affected by our activities at all premises, and activities within the control of the federation schools.

We will assess and continually improve the significant health, safety and environmental impact of our activities and comply fully with relevant laws and regulations.

The leadership team and governing body of the Federation schools is committed to:

- Consulting with and involving our employees by holding regular meetings and monitoring the health of those who may be exposed to significant work-related health risks or sensitizers.
- Requiring all employees to work safely and use risks prevention techniques including due consideration of the health and safety of themselves and others for protecting the environment.
- Assessing all Health and Safety hazards and risks and managing these effectively so they are eliminated or reduced as far as reasonably practicable.
- Complying as a minimum with legislation, other requirements and associated codes of practice and improving on such performance standards where it is reasonably practicable and cost effective for the Federation schools to do so.
- Providing adequate resources, supervision and appropriate training.
- To have clear and logical organisational and procedural arrangements in place to effectively carry out the duties.
- Measuring and monitoring performance in Health and Safety management.
- Conducting audits to verify compliance and observations to improve performance.
- Promoting the open 'blame free' sharing of lessons learned from accidents, incidents and near misses including those learned and discussed with us whilst working with visitors, contractors and suppliers. In the event of a 'near miss' the incident will be reported to the board of governors via the Executive Headteacher's report or the Site Managers report, and if appropriate to the wider SLT via the SBM.
- Ensuring that this policy is understood and implemented effectively at all levels within the federation.

Roles and Responsibilities

As the employer, the Calderdale MBC has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Governors

The Governing Body has ultimate control of the schools, they will:

- Decide policy
- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and safe systems of work are safe
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role maintain an interest in all health and safety matters
- Review and monitor the effectiveness of this policy

Executive Headteacher

The Executive Headteacher is responsible for all health, safety and welfare matters during the day to day running of the school and will:

- promote a positive, open health and safety culture in the school
- report to Governors on key health and safety issues
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- ensure that all staff co-operate with the policy
- devise and implement safety procedures
- ensure that risk assessments are reviewed on an annual basis
- ensure relevant staff have access to appropriate training
- meet with the Site Manager every week to ensure any building/grounds issues are dealt with in a timely manner

The Executive Headteacher may choose to delegate certain tasks to other members of staff in particular the Site Manager who works across all three Federation schools. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Deputy Headteachers / Senior Leadership team

The Deputy Headteachers / Senior Leadership Team across the Federation will support the Executive Headteacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The Site Manager

The Site Manager is responsible for day-to-day maintenance and other buildings / grounds issues across the 3 sites. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully cooperate with health and safety arrangements during larger building projects

All school staff

All school staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and / or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

Pupils

In accordance with the school rules and procedures on behaviour, pupils will be encouraged, supported and taught to:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements

Accident reporting

All accidents to employees, visitors, pupils should be recorded in an Accident Book which is kept in the first aid room / school office and significant accidents reported by telephone to Calderdale MBC Corporate Health & Safety Team on 01422 393067 within two hours during normal school hours and 01422 288000 within eight hours outside school hours .

Accidents to school staff falling into the categories below are to be reported electronically using the 'Injuries, illness report' form which is saved on the office drive under 'Medical.'

- a) Illness or injury resulting in a visit to hospital, doctor, or time off work.
- b) Non employees taken to hospital (including pupils, clients, contractors, public etc.). if there is any doubt about whether the person went for medical attention or you believe the person/relatives may make a claim because of the nature of the accident please seek advice from one of the health and safety team.
- c) Any specified major injury or illness reportable to the HSE (see the yellow incident reporting procedure (YC04) displayed in the staff room and general office). This is a statutory duty in law, once telephoned in the health and safety team will make all the necessary arrangements on the school's behalf.
- d) Any assault causing an employee to be taken to hospital, doctor or resulting in time off work (all other lower levels of violence and aggression to be reported through existing procedure form VA04).
- e) Fatal accidents or accidents where there is a possibility of injuries leading to death to employees or non-employees.

Where a child has suffered a head bump, a letter is sent home to advise the parent. This is also noted in the 'head bump' book which is kept in the general office / first aid room. Pupils at Stubbings and Central Street are given a 'head bump' sticker.

The accident book should contain the following information:

- name of injured person,
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,
- name of any witnesses.

More serious accidents should be investigated to try to prevent it recurring. This investigation should be documented.

Reference - Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013

Administration of medication

It is recognised that staff do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however to assist pupils with medical needs.

Administering medication in school - see policy for supporting pupils at school with medical conditions including medicines and asthma.

- Medication is only administered to pupils when the parental consent form has been completed. A standard form will be issued by the school for this permission to be given.
- The medicine will be administered by two staff, usually a first aider plus another member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional

- Medicines are kept in a locked cupboard in the school offices
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents / carers) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.
- On school trips, the trip leader or a named member of staff will accept responsibility for the administration of medication.
- The doses administered during the school day are to be kept to the minimum, e.g., a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g., chronic or ongoing medical conditions (e.g., diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually and written precautions / procedures made available to staff.

Staffs undergo specific training related to health conditions of pupils and administration of medicines (e.g., diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Animals in school

Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. Advice should be sought to ensure that any animals in school are not stressed or suffering. Animals may only be brought into school with the direct approval of the Executive Headteacher. This procedure is a guide to the precautions taken by the school.

- Be aware that there are some animals and plants that cannot be taken from the wild.
- Have a reliable reference book available on the animal such as those produced by the RSPCA. Only obtain animals from reputable suppliers.
- Ensure that children wash their hands before and after handling animals.
- Animal houses to be kept clean and disinfected as required.
- Do not allow contact between school animals and wild animals to avoid transmission of disease.
- Do not allow children to bring dead or injured animals into school.
- If animals wander on to floors or tables wash afterwards.
- Teach children how to handle the animals with care. Feed animals correctly.
- Any animal bites and scratches should be washed carefully.
- Seek medical advice if there is any risk of infection.
- Visitors with animals must supply a relevant Risk Assessment.

Asbestos

The school has adopted Calderdale LA's Asbestos Policy, an asbestos survey has been completed and an asbestos register and management plan is in place and followed i.e. inspections.

The asbestos registers are held in the offices and the Site Manager ensures that the register is made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment. All contractors must sign to say they have seen the register before starting work on site.

The Executive Headteacher shall ensure:

- The asbestos logs are maintained and that any changes are notified to the asset management team.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of work.

- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. All staff has been made aware of the location of any asbestos within the school premises.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Executive Headteacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact the LA Health & Safety team for advice

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager who will take the appropriate action.

Reference - Control of Asbestos Regulations 2012

Asthma

Some children in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff. Details of all the children in the school who have an asthmatic condition are contained in the schools' medical registers which all staff have access to via the school administrators. The medical registers are also shared annually with all staff **at the beginning of every academic year**.

All teachers should be aware of the location of each child's inhaler and where spare ones are stored. Generally, KS2 children are expected to be responsible for their own inhaler and to ensure that it is always with them.

For more detailed guidance – Policy for supporting pupils at school with medical conditions including medicines and asthma.

Please also refer to the Children with Medical Needs Policy

Blood, avoiding contamination

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves and wipes and contaminated material in a yellow plastic bag, seal if possible, and dispose of in the main yellow bin located in the Assisted Welfare Room.
- Wash hands thoroughly again.
- Record incident in the accident book.
- Pupils should be treated in the Medical Room where this is practicable.

Control of hazardous substances

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or Site Manager. These should always be kept locked when they are not being used. Teachers should not keep their own stock of cleaning agents or fixative sprays in their classrooms. The following is applicable to all staff when using chemicals:

- The use of hazardous substances in school will be kept to a minimum.

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your COSHH risk assessments for that chemical but information only
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site and users informed of the dangers and control measures to be in place.
- There should also be suitable first aid arrangements available for treating chemical splashes
- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners and paint strippers and warn of the dangers.
- Ensure appropriate personal protective equipment (refer to COSH assessment) is available and worn when using chemicals.

Reference - The Control of Substances Hazardous to Health Regulations 2002.

Contractors on site

All contractors used by the schools shall ensure compliance with relevant health and safety legislation, guidance and good practice.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

All contractors must report to the school reception where they will be asked to sign the visitors' book, complete the form VC1/05 with the Site Manager and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors on site need to be supervised by the Site Manager who should be aware of the school's responsibilities regarding contractors. Checks do need to be made that the signing in procedures and completion of the Dos / Don'ts in Appendix 1 are adhered to.

Contractors working within the school building during the school day who are not DBS checked, in areas where there are children, should always be supervised by a member of school staff. Before any major work commences, a site meeting is held with the contractor to agree how potential problems can be avoided. Weekly site meetings will also assist.

The Federation is also developing its own "approved list" in conjunction with other local schools. Many of these are already on the CHAS list. This will ensure that only suitable contractors are brought into the school to perform tasks.

School managed projects

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the **Health and Safety link governor** who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether the Construction (Design and Management) Regulations 2015 will apply.

Display Screen equipment (DSE)

- For members of staff with 'desk-based jobs' and those who are "home based" the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed.
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

Reference - The Health and Safety (Display Screen Equipment) Regulations 1992

Educational visits

An educational visit is any visit where the children are taken away from the school site.

- All LA or DFE guidelines are to be followed before any off-site visits take place.
- All necessary documentation is to be completed before the visit takes place.
- Where activity providers are used then their competency is to be checked.
- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed.
- Where the visits are regular visits, such as to the church the risk assessment will be completed then reviewed each term or year as necessary
- All educational visits should be entered on Evolve.
- All arrangements for off site visits must be checked by the Headteacher before the visit commences
- For visits involving overnight stays, adventurous activities, activities on or near water and trips abroad, Local Authority approval will be gained
- The risk assessment process determines the level of first aid cover on the visit.
- First aid kits are always taken on the visit.

For more detailed guidance - See Policy for Educational Visits.

Electrical safety

Electricity is potentially the most dangerous thing in the school buildings and must be treated with respect. The mechanical, electrical and building monitoring form ensures that electrical safety is given high priority.

The following procedure should be adhered to in the use of electricity:

- All portable electrical appliances will be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used.
- Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Site Manager immediately and the equipment taken out of use until it is suitably repaired.
- No one can work on any electrical circuitry or equipment unless trained to do so.
- Be aware of the dangers of trailing cables and do not have trailing cables across walkways.
- Four-way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation should be tested at five yearly intervals.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

Reference - The Electricity at Work Regulations 1989

Employee health & wellbeing

The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy

Fire safety and evacuation of the building

Fire drills to be carried out at least once per term. The time taken to evacuate the schools is recorded in the Fire Register by the Site Manager. The time should normally be around two minutes. Following each fire drill, the Executive Headteacher will meet with the Site Manager and evaluate the effectiveness of evacuation. If it takes longer than the recognised time investigate and consider carrying out the drill again.

- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once per term.
- During the fire drill, notionally block off one of the escape routes to more closely simulate a fire situation.
- Evacuation times and any issues which arise are reported to the Governors
- If there is an electric fire alarm system this must be tested by an approved contractor on a regular basis.
- Any faults on the systems to be reported to the contractor immediately.
- If there are break glass points, they should be tested weekly from a different point each time.
- Emergency lighting should be tested every 6 months by an approved contractor.
- All records of the alarm system test and fire drills are to be kept in the relevant file in the offices.
- Fire assembly points should be marked and known by all staff.
- Registers must be taken to the assembly point to carry out a roll call.
- Fire extinguishers to be serviced regularly.
- Fire exits to be checked to ensure that they are not blocked.
- Fire exit doors to be checked regularly to ensure that they are in good condition and can be opened.
- Fire signs to be adequate and updated to comply with recent changes to regulations.
- Non-teaching staff will be appointed and trained to act as Fire Marshals to "sweep" the building in the event of a fire or alarm to ensure it is empty and that doors are closed.
- All staff and particularly supply teachers are made aware of the fire arrangements.
- A separate fire safety policy and risk assessment are in place and the risk assessment is reviewed by the SLT and site manager

Reference - The Regulatory Reform (Fire Safety) Order 2005

First aid

- The schools will endeavour to train all non-teaching staff in paediatric first aid on a three-yearly cycle.
- The schools have carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Wherever possible, a qualified First Aider will accompany school visits.
- First aid kits are available in the general office / first aid room. Their contents are checked and replenished as necessary by a nominated person. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.
- Portable first aid kits must be available, suitably stocked and taken on all visits away from the schools.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip
- An eye wash kit is kept in the first aid room at Riverside in the case of injury

In the event of a more serious injury, such as:

- unconsciousness
- severe bleeding
- object stuck in throat
- deep cut that may require stitching
- suspected fracture
- severe asthma attack
- severe reaction to bites or stings
- swallowing or suspected swallowing of toxic substance

Dial 999 and ask for an ambulance,

The Executive Headteacher or the person in charge of the school in their absence will call parents / carers immediately. Where emergency services are called, a member of staff will be delegated to direct emergency services into the school.

Reference - The Health and Safety (First Aid) Regulations 1981

Flammable substances

Some cleaning items are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored under lock and key.

Food technology (primary school)

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e., taking food in or out of hot ovens

Health and safety assistance

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the Calderdale MBC schools health and safety team. This team will provide advice and guidance on health and safety law and its compliance.

Health & safety training

The health & safety training needs of the school will be considered by the Executive Headteacher / Deputy Headteachers when drawing up the annual training plan. Induction into the schools' safety procedures will be given to new or supply teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it. The Executive Headteacher will arrange refresher training as necessary.

Health and safety induction training will be provided and documented for all new employees by either the Executive Headteacher / Deputy Headteachers or School Business Manager.

The Executive Headteacher is responsible for ensuring that all staff is provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training with regards the requirements of this policy
- update training in response to any significant change

- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the **School Business Manager** who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Executive Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Executive Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

Inspections of the school sites

The school sites are each inspected regularly by the Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out weekly and the results briefly recorded in the schools' premises logs. The FSP committee will carry out an annual inspection of the building and grounds at their meeting in the autumn term. The findings of this will feed into the Premises Development Plan.

Calderdale MBC health and safety team undertake regular health and safety audits which includes documentation and school premises.

Ladders, stepladders and working at height

All ladders should be recorded on the ladder register and subject to regular inspection, the results of which are recorded. Every time a ladder is used it should be checked beforehand to make sure it is safe to use. Check for broken / weakened rungs, cracks, grease or mud or damaged anti-slip feet. Ladders should only be used for light-duty, short duration work. Suitable footwear must be worn and 3 points of contact (i.e. 2 feet and 1 hand) should always be maintained.

Extending ladders

Where extending ladders are used, normally by the Site Manager, then proper instruction or training should have been received. A ladder should never be positioned where it can be knocked by a window or door or placed on sloping ground. When erected the ladder should be at an angle of 75°. The top of the ladder should not be placed against a fragile surface e.g. plastic guttering or glazing and the ladder should extend 1m above the top rung that will be used. School ladders should not be leant to Contractors. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders & kick stools

Kick stools are available in every classroom so that staff does not need to use chairs or tables for access to high shelving or putting up displays. The stepladders are located in the stationery store. Staff receive basic instruction annually in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. All four feet of the stepladder must be in contact with the ground and ideally the rungs should be facing the work activity. Under no circumstances should any member of staff use anything but a kick stool or step ladder to access anything above head height.

The establishment's nominated person responsible for work at height is the Site manager.

The nominated person shall ensure:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected

- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- any risks from fragile surfaces are properly controlled

Reference - The Working at Height Regulations 2005

Legionella

The schools comply with advice on the potential risks from legionella as identified in the school's legionella water risk assessment and waterlog records.

A water risk assessment of each of the schools has been completed and the Site Manager is responsible for ensuring that operational controls are being conducted and recorded in the waterlog book. The Site Manager is responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by competent company.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

Reference - The Control of Substances Hazardous to Health Regulations 2002

Lifts

- Ordinarily all passenger lifts are inspected by a competent engineer on a six-monthly basis – Central Street School has a lift which is not in use and therefore not subject to regular inspection
- Passenger lifts are not to be used in cases of fire evacuation

Reference - The Lifting Operations and Lifting Equipment Regulations 1998

Lone Working

It is recognised that there are occasions when staff may be required, or choose, to work alone in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

The definition of Lone working is where staff is engaged in work where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

- The Executive Headteacher will ensure that an annual Lone Working Risk Assessment is undertaken and that all staff are aware of its contents as well as the risks of lone working. Measures will be introduced if the assessment shows that existing precautions are inadequate.
- Staff should seek the permission of the Executive Headteacher to work alone in the building or off site in the case of home visits. The experience and training of staff, as well as their medical history, and the activities to be undertaken will be taken into consideration before allowing lone working. Whenever possible it is recommended that staff work with a colleague.
- When working alone in school staff should ensure that areas of the school not in use are kept secure and staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- All lone working staff should establish their own checking in and out system with family, friends or colleagues. It is advised that lone workers provide a relative or friend with the Executive Headteacher's contact number to call if the lone worker fails to return home at the expected time. It is not practicable for the Executive Headteacher to periodically visit and monitor people working alone. If staff rely on mobile phones, they must ensure that their network has good reception within school.

- It is the responsibility of all staff to adhere to the lone working procedures and report any difficulties or concerns to the Executive Headteacher or member of SLT / site manager.
- Lone home visits must be risk assessed and limited to 'doorstep' conversations. Home visits within family homes must never be conducted alone and should always involve two members of staff – but are still subject to a risk assessment.

Manual handling

All staff is made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Staff and pupils must only lift equipment and furniture within their own capability. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required. Where staff must carry out manual handling operations then the appropriate level of training will be provided.

Reference - The Manual Handling Operations Regulations 1992

Office safety

The offices are checked to ensure that trailing cables, etc. do not cause trip hazards. Space under the desk and open floor areas are not to be used for storage.

Playground equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Playground supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Personal protective equipment (PPE)

PPE in school will only be used as a last resort when risks to a staff member's health and safety cannot be controlled adequately in other ways.

Where PPE is deemed to be required through risk assessment it will be:

- Properly assessed before use to ensure that it is fit for purpose
- Only good quality PPE which is CE marked will be provided
- Maintained and stored properly
- Users will be instructed on how to use it safely
- Ensured that staff use the PPE correctly

Please refer also to Covid-19 Risk Assessment, outbreak management information and LA guidance

Pregnant workers

When a member of staff has become pregnant the Executive Headteacher should be notified in writing and an appropriate risk assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

Statutory inspections and work equipment

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by current legislation. Records of such inspections will be maintained by Site Manager and held in the Site Managers Office.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted. Equipment is restricted to those users who are authorised / have received specific training and these staff are detailed in a register maintained by Site Manager and held Site Managers Office.

All staff are required to report to the Site manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Reference - The Provision and Use of Work Equipment Regulations 1998

Risk assessments

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be led by senior school management but will include as many staff as possible. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place.

The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised, as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

Reference - The Management of Health and Safety at Work Regulations 1999

Safety signs

Appropriate safety signs will be used where it has been determined that there is a significant risk to health and safety which has not been removed or controlled by other methods.

In determining when and where to use safety signs the results of risk assessments will be taken into account.

Reference - The Health & Safety (Safety Signs and Signals) Regulations 1996

Security

See separate Security Information

Slips, trips & falls

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
- Controls include working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow, Ice and flooding

- A plan has been produced outlining the main pedestrian routes that the site manager will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear a member of the SLT is informed immediately and this information contributes to any decision to close the school
- Decisions to close the school will be communicated to the public and the LA via Calderdale MBC school closure site.
- Please also refer to separate flood plans for Central Street and Riverside

Smoking

Following the Council's decision to ban smoking on all council premises, the governing body has made all of our schools a no smoking zone. This ban applies to all pupils and adults, including any hirer of the premises as part of a letting.

Sun protection

The schools' policy is to permit and encourage the use of sunscreens provided by parents/carers in the schools when our risk assessment indicates it is required and we will endeavour to ensure that they are used correctly through:

- Ensuring parental permission – parental/carer involvement in the implementation of sun safety measures is essential. Parents/carers will be asked to complete and return the consent form relating to sun protection procedures. Reminding parents/carers that sunscreen provided should be of SPF30 or above dependant on the individual child's needs and **that they are responsible for giving their child clear instructions on how to apply sunscreen safely and effectively.**
- Teaching and support staff reinforcing instructions on how to apply sunscreen safely and effectively.
- All children keeping their named sunscreen in their tray to enable staff to monitor application.

Wherever possible teachers supervise the application of sunscreen and lip balm. Self-application of sunscreen and lip balm where necessary is the preferred option and practical in most circumstances. Sometimes it may be necessary for teachers or support staff to help or support children to apply the sunscreen/lip balm particularly in the Foundation stage. There is no legal requirement for staff to do this and they will do so using their professional judgement.

Stress

All staff will be made aware that stress is not a sign of weakness and that it should be discussed openly. Staff should be encouraged to support one another.

Members of the Senior Leadership Team should look for signs of stress within their team and deal with it accordingly. This should be brought to the attention of the Executive Headteacher. See the Federation's separate Wellbeing information and guidance.

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

Vehicles on site

Riverside: Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them. The access from the road shall be kept clear for emergency vehicles.

The car park is always restricted to permit holders only and is managed by a car park management agency, Creative Car Park.

Central Street: Vehicular access to the car park is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.

Near miss guidance

If a member of staff observes or experiences a Health and Safety 'near miss', it must be reported without delay to the Site Manager or member of SLT.

The Site Manager will

- Make safe the situation immediately if necessary or practicable
- risk assess the hazard
- Monitor the area / item / issue / hazard involved
- Record / report the near miss to be included in Health and Safety audits and/or reported as a near miss to the Executive Headteacher or governors in a regular site update

Workplace health, safety & welfare

The school will ensure that its building and grounds are maintained in efficient working order and in good repair. To achieve this, suitable systems are in place to ensure that:

- regular inspection, testing and cleaning is carried out
- potentially dangerous defects are remedied
- remedial work is carried out properly
- records are kept

Reference - The Workplace (Health, Safety and Welfare) Regulations 1992

Waste

The schools will ensure that its duty of care with regard waste management is implemented at all times. The duty places a responsibility on the schools as producers of waste to ensure that it is stored, transported and disposed of legally and in a way which does not harm the environment.

The arrangements for removing waste from the schools are reviewed annually to ensure they remain satisfactory. Consideration will be given to recycling wherever possible.

Reference - The Environmental Protection Act 1990

Evaluation of the effectiveness of the safety systems

It is a legal requirement that this safety system is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by a safety audit. Wherever possible this is carried out by a safety adviser from Calderdale MBC Health & Safety team.

The Executive Headteacher, SBM, Site Manager and Health and Safety link governor will audit the system regularly. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put

into practice and that the staff are aware of them. As part of the audit, the auditor undertakes a walk-through of all parts of the school premises to identify failings in the system. The walk through also confirms compliance with the policy.

Home / Doorstep visits risk assessment

School staff sometimes have to visit children / parents and carers in the family home for the following reasons:

- Welfare / attendance checks and follow-ups
- Nursery / new starter visits

This activity must:

- be planned in advance with a member of SLT
- be fully risk assessed with the support of the Site Manager / SLT

Other considerations:

- staff are advised to conduct home visits accompanied by a colleague
- Any safeguarding concerns must be recorded / reported on CPOMS without delay and the DSL must be informed
- Staff must ensure that SLT / DSL are aware of the timings of home visits and that emergency mobile numbers are available

Relationship to other school policies

The policy will be reviewed annually considering any further legislation or outcomes from the monitoring and in relation to the aims and content of other school policies, for example:

- Emergency / Business continuity Plan
- Security information
- Child Protection and Safeguarding Policy
- Flood plans
- **Evacuation plans / lockdown procedures**
- *Policy for Supporting pupils at school with medical conditions including medicines and asthma.*
- *See also local / national guidelines on respiratory diseases including Covid -19*