



# Health and Safety Policy - 2018

## **HEALTH & SAFETY POLICY**

### **Health and Safety Policy Statement - Birkby Infant and Nursery School**

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy. (June 2017)
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.

***A Stopher - Chair of Governors***

***D Z Wilson - Headteacher***

Date: 1st October 2018 – Governor AGM

## 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 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.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	<b>The Governing Body Or Academy Trust</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.  <i>Where the school directly employs staff, the Governing Body is then responsible for their health and safety.</i>
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	This should be explicit in the school policy and they should be classed as contractors.

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 and Employees in schools?

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

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

<b>Policy-makers</b>	
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;

<b>Planners</b>	
Headteacher 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) 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 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 (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;**

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.



# Detailed Arrangements and Procedures

## Birkby Infant and Nursery 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:  
A copy of the Health and Safety Policy is kept in the Health and Safety files in the Head teacher's office.

### 1. Accident Reporting, Recording & Investigation

#### **Asbestos**

Kirklees Council Asset Management will be in control of any surveys and site visits in relation to Asbestos on an adhoc basis.

The Duty holder in school for the Premise Asbestos Management Plan (PAMP) is Diana Wilson – Head Teacher, with Responsible Persons – Leanne Stockman – School Business Manager and Stephen Butler – Caretaker. The manual can be found in the main office.

#### **Contractors**

The Head teacher, Deputy Head teacher, School Business Manager and/or Caretaker are the nominated persons responsible for liaison with and oversight of contractors.

#### **Curriculum Safety**

All necessary risk assessments are carried out by year group leaders and are located in the Head Teachers office within the Risk Assessments folder.

#### **Drugs and Medication**

Medication can be administered in school. Short term medication is kept in the front office and administered by the office staff only. Parents must sign an authorisation form before this can be done. Longer term medication to be kept in the medical needs room and /or classrooms as appropriate.

Health Care plans are required for those children and staff with asthma and other long term medical conditions requiring management in school and copies are kept in classrooms.

Long term medical conditions such as diabetes are dealt with by appropriately trained staff in the medical needs room adjoining the PPA room. Further details available-School Medical Needs Policy.

#### **Electrical Equipment**

PAT Testing is carried out every year by our fully qualified ICT Manager in school with full reports maintained the schools network. Fixed Appliance testing is carried out by Kirklees Council every five years, scheduled by them and maintained with Asset Management.

### **Fire Evacuation Procedures**

#### **Fire Marshalls**

Support staff working in Purple Class and Green Class of reception to check all small hall toilets. Support Staff to check toilets adjoining classrooms.

Main office staff to check Resource room then collect gate keys and take out staff lists, class lists and visitor's book. One member of office staff to remain near the front entrance to intercept any visitors to the school.

Staff working in 2M must check the toilets and the Green Room. Staff working in 2LG must check the toilets and the ICT Office.

Special Needs Support Assistants to take responsibility for the evacuation of children with a physical disability/impairment.

Any member of staff with a physical disability/impairment to leave by nearest exit.

### **Fire Practices**

These are arranged by Head teacher and Caretaker and will take place every term. Any practical or organisational difficulties will be discussed and procedures amended as soon as possible.

Fire fighting equipment is inspected and tested annually by Kirklees Fire Safety.

Call points are checked weekly for mechanical working.

Information about gas/electric and water points can be found on the fire panel at the main entrance or from the main office.

### **Fire Procedure**

If anyone discovers a fire, the nearest fire alarm should be sounded. The school will be evacuated and the Head teacher/caretaker will then summon the Fire Service during school hours 6.00a.m until 5.30p.m Monday to Friday.

Class teachers will lead the children out of the building in a calm orderly manner to the far end of the playground unless directed otherwise, taking all medication bags (See fire safety plan for exit doors, alarm buttons etc. displayed in every room).

A fire risk assessment is carried out annually by the Head teacher and school business manager and can be found in the main office.

### **First Aid**

Qualified First Aiders:	Alex Foster – P	Kerry Binns
	Geraldine O’Connell – P	Jill Hinchliffe
		Irshad Uddin
	Nusrat Kauser – P	Holly Gardiner
	Clare Dyson – P	
	Catherine Davenport - P	

First Aid boxes are located in the Medical Room, the lobby of the modular accommodation and in Nursery. Portable first aid boxes to be taken on trips and visits, these are kept in the Medical room. Geraldine O Connell and Kerry Binns are responsible for stocking first aid boxes.

First Aid records are kept at the first aid point in the downstairs lobby of the Modular Accommodation, Nursery and Medical room off the PPA room. A member of staff is located in the modular accommodation at playtimes and lunchtimes to deal with any incidents which need treatment. Any treatment issued is recorded along with any follow up actions and parental guidance. More serious accidents are referred to a qualified first aider for further advice or treatment. If a hospital visit is required an ambulance should be called, or transport arranged by parents or Senior Leadership.

Parents should be contacted immediately in such cases, and informed at the end of the day of minor incidents.

Any accidents requiring hospital treatment should be recorded on an accident sheet following Kirklees Guidance on Recording and Reporting Accidents, these are then reported on to Lachsweb. Accidents and incidents are regularly monitored to detect trends and prevent further occurrences.

A "bumped head" sticker should be sent home with a child involved in such accidents. However, every effort should be made to inform parents/carers in person.

Plastic gloves should be worn at all times when carrying out First Aid treatment/care. All blooded waste should be disposed of in appropriate bags & bins provided.

### **Gas Safety**

Gas safety checks are carried out quarterly by Kirklees Council Building Services where reports are provided and filed in the main office premises file.

### **Glass & Glazing**

All new/ replacement glazing is provided to the necessary standard requirements, which is checked at the time in question.

### **Grounds - Safety/Security**

All staff and visitors must use the main entrance to school. Permanent members of staff will be given the code number for the access control system. This number will be changed by the administrator at regular intervals or following any breach of security.

Visitors will sign in and out of school using the visitor's book. A visitor's badge will be issued on arrival and handed in on the way out.

All staff to wear ID badges at all times. All staff must sign in and out on entry to and exit from the building. Visitors must be accompanied through school at all times.

Children and staff should not give access to unknown people and staff should question any unauthorised people in the school building. All gates are closed at 8.45 am.

Young adults or unauthorised visitors loitering around the school grounds should be reported immediately to the Headteacher.

### **Hazardous Substances (COSHH)**

Birkby Infant and Nursery School purchase in to the LA's Cleaning service, all assessments are carried out by Kirklees Cleaning Services. Any storage cupboards containing these products remained locked throughout the school day. Not applicable to school staff.

### **Housekeeping – Storage, cleaning & waste disposal**

Birkby Infant and Nursery School buyback to the LA's cleaning service, all necessary risk assessments, and waste management assessments are carried out by the cleaning service.

### **Handling & Lifting**

Birkby Infant and Nursery School adhere to the LA's Manual Handling guidance. The caretaker should be informed of any necessary handling and lifting within school. The Caretaker attends all necessary training.

### **Jewellery**

The School has a no jewellery policy for children in order to maintain Health and Safety to the fullest.

### **Lettings/shared use of premises**

The School does not lease out or share the use of its premises.

### **Lone Working**

The school has a no lone working policy in order to maintain Health and Safety to the fullest

## **Maintenance / Inspection of Work Equipment (including selection of equipment)** **Health & Safety Inspections (Indoor and Outdoor)**

Governors have decided to have joint responsibility for Health and Safety. Inspections are carried out at least twice a year, or as required, by the Head teacher, School Business Manager, Deputy Head teacher, Governor (when available) and caretaker.

Large P.E equipment is checked annually and outdoor equipment inspections are carried out by the LA bi-annually. All findings will be recorded and shared with Governors and staff. Pertinent points are highlighted with all school community as soon as possible. Head teacher and Caretaker will monitor remedial action. The Caretaker will inform Headteacher of any urgent/incidental incidents as and when necessary. All staff have a duty to inform Senior leadership team of all accidents and complete RIDDOR forms as appropriate

All staff are expected to familiarise themselves with Health and Safety issues and adhere at all times to the Roles, Rights and Responsibilities outlined in the HSE poster in the staffroom. All staff have Health & Safety awareness training as part of their Induction. Similarly **ALL** staff are expected to read the Risk Assessments for Playgrounds and classrooms etc and to act promptly and take immediate action if they have any concerns about conditions of resources/ weather etc. making sure they report their concerns and intervention as soon as possible to SLT. Health and Safety is a standing item on every Governor and staff meeting agenda-all necessary H&S issues are reported to The School Business Manager who logs and refers to School Caretaker and details any follow up actions. SLT report back to staff when necessary.

### **Occupancy Record Checks**

Staff will call the names of children from the class register. Visitors and contractors will be checked against the visitors book. Kitchen Staff and Cleaners will be accounted for against their appropriate signing-in books. The School Business Manager/Caretaker will maintain the Fire Safety Log Book. The Caretaker will carry out a full check of the school premises to ensure there is no one left in the building.

Fire Safety Training will be carried out by the Headteacher in September and again in January for all staff, or as necessary.

### **Playground Equipment Inspection**

Playground Equipment is checked twice a year usually in April and October with rectification works completed immediately on site and a full report provided to school. PE equipment is checked annually in October with rectification works carried out immediately on site.

### **Monitoring the Policy and results**

Termly Health and Safety Inspections are carried out with the Head Teacher, Deputy Head Teacher, School Business Manager, Caretaker and Health and Safety Governor in order to establish any day to day risks that may become apparent, all are minuted and necessary works are carried out accordingly.

### **New & Expectant Mothers**

Risk assessments are carried out on expectant mothers as soon as the school is made aware, this carried out by the Head Teacher or School business manager, all necessary/reasonable adjustments are implemented immediately and copies of the completed forms can be found in the Health and Safety folder within the Head Teacher's office.

## **Noise**

Not Applicable.

## **Personal Protective Equipment (PPE)**

Not Applicable for staff employed by Birkby Infant and Nursery School. All necessary works requiring PPE are carried out by external contractors, who provide their own PPE and provide their own risk assessments.

## **Reporting Defects**

Defects can be reported weekly at regular staff meeting to head teacher, or daily, depending on the severity. All necessary maintenance works is then scheduled by the School Business Manager.

## **Risk Assessments**

The Head Teacher ensures all necessary risk assessments are in place and copies of which can be found in the Health in Safety folder within the Head Teacher's office.

## **Signs and Signals**

Current Health and Safety Law signage can be found within the Staffroom and Main office.

## **School Trips/ Off-Site Activities**

The Head Teacher ensures all necessary risk assessments and planning are in place and copies of which can be found in the Health in Safety folder within the Head Teacher's office.

## **Occupational Health - Stress and staff Well-being**

Birkby Infant and Nursery opts in to the Employee Healthcare facility provided by the LA, this offers support services to employees as and when required.

## **Staff Consultation and Communication**

Health and Safety is a weekly item on the teaching and support staff meetings agenda, with any necessary items reported to the school business manager. The Head teacher, school business manager and Health and Safety governor carry out termly Health and safety walk around within the school along with reporting back to the necessary governor meetings following those visits. Any daily issues within school are reported to the School Business manager who in turn will ensure the necessary remedial work is carried out.

## **Supervision**

All offsite visits are risk assessed in order to ensure the necessary levels of supervision are in place, these can be found in the Head Teachers officer within the risk assessment folder. All employed members of staff are DBS checked as part of the recruitment process, any volunteers are dbS checked by the school and Student placements are covered under a letter of assurance or DBS will be provided by the necessary training establishment.

## **Training and Development**

Staff hand books are provided to all new members of staff, with a detailed Induction with a member of the SLT. All necessary policies and explanations are provided and declarations completed by the member of staff to confirm understanding. All records are maintained within the individuals staff file, and securely stored within the head teachers office.

### **Use of VDUs / Display Screens / DSE**

Display screen equipment questionnaires are carried out every year to relevant members of staff, findings are adjusted as and when required and copies of the questionnaires can be found in the Health and Safety Folder within the Head Teacher's office.

The following are all carried out by the Caretaker who has undertaken all necessary training in order to comply with the Health and Safety Risks.

- Handling & Lifting
- Working at Height

### **Vehicles on Site**

Only SLT and teaching staff vehicles to be parked on the school premises. Bollards to be used between 08.30 and 15.30. Deliveries made within these hours are required to seek alternative parking.

### **Violence to Staff**

We have a zero tolerance approach to violence at Birkby infant and Nursery School. Should violence occur at the school the police will be called immediately.

### **Vibration**

Not applicable.

### **Working at Height**

No member of staff is permitted to work at heights within the school, all necessary height requirements will be carried out by the caretaker who has completed all of the necessary training.

### **Waste Management**

Birkby Infant and Nursery School contracts the PHS Group to carry out any necessary waste management requirements within the school.

### **Water Management**

Water Hygiene and maintenance is carried out on a monthly basis by external contractors 'Carillion'. All records are stored in the main office.

### **Work Experience**

All work experience individuals are given Staff hand books along with a detailed Induction with a member of the SLT. All necessary policies and explanations are provided and declarations completed by the individual to confirm understanding. All records are maintained within the individuals file, and securely stored within the head teachers office.

### **Review Date**

Autumn **Term 2019**, or earlier if determined by statutory requirements or Government guidelines.

**Co-ordinator: Diana Wilson Donna Todd Term: September 2018**

### **Health & Safety Policy Responsibilities Check List**

*This is one of two check lists included in the Kirklees Health & Safety Policy, which we have used to personalise the Policy for Birkby Infant & Nursery School*

Responsibilities/functions which have been adopted by the school:

✓

✓	Governing Body
✓	Headteacher
	Heads of Departments
✓	School Business Manager
	Senior Technicians
	Work Experience Co-ordinator
✓	Employees
✓	Health & Safety Lead Governor functions
✓	Health & Safety Competent Persons functions
✓	First aiders functions
✓	Safety Representatives functions and rights

## Health & Safety Policy Responsibilities Check List

*This is one of two check lists included in the Kirklees Health & Safety Policy, which we have used to personalise the Policy for Birkby Infant & Nursery School*

Guidance Notes which have been adopted by the school:

✓

✓	Violence	✓	PE & outdoor education
✓	Blood borne diseases	✓	LP gas heaters
✓	Visits and journeys	✓	Ladders
	School workshops	✓	Children absconding, etc.
✓	Glazing	✓	Medications
✓	Food hygiene	✓	Health & safety terms
✓	Fire prevention/evacuation	✓	Risk assessments
✓	First aid	✓	Security
✓	Accidents	✓	Meningitis
✓	COSHH		Minibuses
✓	Manual lifting/handling	✓	Asbestos policy
✓	Display screen equipment	✓	Drugs
✓	Building contractors	✓	H & S report to governors
✓	Portable electrical equipment	✓	H & S committee
✓	Stage equipment	✓	Safety quicklist
	PPE	✓	I & M check list
✓	Office health & safety		