

Health and Safety Policy (SLCF)

SLCF vision - A successful learning community for all children to excel, feel valued, be creative and prepared for tomorrow

Health and Safety Policy Statement

SLCF

At SLCF we aim to provide a safe and healthy working and learning environment for staff, children and visitors. We believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of good education for children.

Risks relating to accidents, health and school-sponsored activities are identified and evaluated, and risk control measures to minimise risk to staff, children and others are put in place.

We believe that children learn best through practical experiences and active involvement and children are taught to have consideration for themselves and others. Good safety habits are taught as part of the whole curriculum. This includes

- The ability of each individual to protect him/her self
- Concern and consideration for the health and safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

Health and safety statement

The health and safety of all children and practitioners in school is paramount. Good health and safety habits are taught as part of the whole curriculum. Risk assessments are carried out appropriately for each learning environment. All equipment is subject to maintenance and safety checks.

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;

- a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
 5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
 6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.



*Jane Sykes, **Chair of Governors***

September 2018



*Gail Newton, **Headteacher***

September 2018

Part 2 Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Community Schools	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.

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

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

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

Organisation and Responsibilities for Health and Safety

Duties and responsibilities for health and safety are assigned to Staff and Governors based upon the following roles of **Policy Makers, Planners, Implementers, Assisters and Employees** within the Policy

Policy-makers	
School Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Headteacher	Preserve, develop, promote and maintain the School's health and safety management system.
R Committee	
SLT	Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing

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

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis. (See Part 4)
- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their KLP as appropriate and take actions as necessary;
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- The GB will inform ChYPS of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher	Develop the local plans to achieve corporate/school health & safety objectives.
Members of the SLT	
School Governors	Develop management arrangements for the identification of hazards and control of risks
Governor for Health and Safety	
Caretaker	

The Planners will;

- Be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.

- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ChYPS Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual **Premises H&S Inspection** of the premises is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Resources Committee

Health and Safety is integrated into the strategic meetings of this committee as a standing item on the agenda for these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's is 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) SLT (also planners) Teaching Staff [Including supply teachers] Caretaker Teaching Assistants Learning Support Staff Admin Staff Cleaning and Catering staff	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

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

- H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
 - Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
 - Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
 - Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
 - Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. intranet/Newsletters);
 - *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, workshops etc., and off site e.g. school visits.*

Premises Manager/Caretaker

In addition to the responsibilities above Premises Managers have specific duties laid down in the ChYPS Health and Safety Policy. These are;

1. To maintain an understanding of ChYPS Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 01 (IR01) forms are available;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;

15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees Design and Property Services as a result of a maintenance contact visit.

Assisters – LA Staff e.g. Asset Management, H & S Team	
LA staff - Asset Management H&S team	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

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

The Health and Safety Coordinator;

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

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

Employees [including temporary & volunteers]

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

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

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

Pupils

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

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

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

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

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

Part 3 Detailed Arrangements and Procedures

SLCF (S)

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

1. Accident Reporting, Recording & Investigation

All accidents are recorded in the 'Accident booklets', a copy is sent home and a copy remains in school. Accidents involving any injury to the head are recorded as before and a bumped head checklist is sent home in addition to the accident slip.

If there has been a major accident/incident involving Council employees and / or Kirklees children and young people whether on Council Premises (including schools) or on visits / off site we record them in the 'Accidents Sheets' file and inform the Local Authority. Accident sheets are reviewed regularly by the headteacher, investigated as necessary and trends noted for further monitoring and preventative actions taken.

2. Asbestos

The PAMP. (Premises and Asbestos Management Plan) is held in the School Office. The Senior Admin Officer/Caretaker is responsible for handing this to contractors. It contains details of asbestos on our site, where it is located and the level of risk it poses.

Building works are usually done in consultation with Design and Property Services and Asset Management (01484 221000) to ensure adherence to correct procedures. Advice is sought from Asset Management for smaller jobs.

3. Contractors

Projects are organised through DPS and Asset Management. Advice is sought in other circumstances e.g. the Library and cloakroom project 2014/15 and school project manager monitors the work. When managing own projects, school considers how contractors are selected (e.g. CHAS), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the headteacher. When the project is completed the schools liaise with School Link Asset Management Officer or Kirklees Council's Project Manager in Design and Property Services. (Refer to document 'Contractors in School'.)

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

All teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Cooking or Science Equipment. Arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT, Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safe Practice in Physical Education and School Sport".

5. Drugs & Medications and Care Plans

Reference to the LA Managing Medical Conditions and Medication guidance document

Care Plans, procedures and all relevant documentation are stored in the Administering Medicines and Allergy file in the office. Medicines are stored in the box in the office with appropriate sheets that need to be completed when the medication is administered.

Information of children with food allergies are displayed in the kitchen. All staff are aware of children with allergies and actions to be taken in case of an allergic reaction.

Parents are required to complete documentation to request the administering of medicines in school. Special training regularly takes place in school for example using an EPIPEN, monitoring of Diabetes as appropriate. Healthcare plans are in place for vulnerable individual pupils; these are done in consultation with School Health.

6. Electrical Equipment [fixed & portable]

All portable electrical equipment is PAT tested regularly. Personal items brought into school are also PAT tested. Defective equipment is reported to the headteacher to arrange repairs or replacements.

The fixed installations are subjected to regular inspection. Catering services carry out their own inspections of electrical equipment and installations. ICT equipment is inspected by our IT Support and practitioners, defective equipment is recorded in the IT log book for appropriate action to be taken.

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

The Headteacher is responsible for undertaking and reviewing fire precautions and procedures.

Procedures are in place for regular and routine fire safety precautions these include evacuations announced/unannounced/restricted route.

Fire alarm points are tested regularly and in excess of minimum recommendations. Fire evacuation drills are practiced and evaluated.

A plan is in place in the event of a bomb threat or other reasons for a full evacuation of the site; the school will evacuate to the Chapel.

Documentation about evacuations and testing are held in the filing cabinet in the school office.

8. First Aid

Trained First Aid Staff including Paediatric First Aid training – Julie Holden and Tracy Smith; Theresa Moran Senior Lunchtime Supervisor and undertakes First Aid duty during this period.

Location of first aid boxes – Medical Room, School Office; Mrs Holden is responsible for ordering and restocking.

Inhalers are in the office; they are all labelled and checked for dates.

In the event of an emergency the three First Aid staff, HT, DHT or AHT will contact the emergency services.

If necessary a member of the school staff will accompany the child in the ambulance; it will be decided at the time who is the most appropriate person.

9. Gas Safety

The LA inspects the gas appliances in line with regulations. A record is kept and it is located in the office.

10. Glass & Glazing

All glass in doors, side panels, windows conforms to regulations as will any replacement glass as required.

11. Grounds -Safety/Security

The school has a perimeter boundary wall and gates locked out of hours. During school sessions the main gate is closed but unlocked to allow for visitor access. All doors are locked to prevent access from outside and visitors have to enter via the access controlled main entrance. The access control on the main entrance prevents exit. All fire doors are unlocked and access is kept clear. All visitors must sign in and will be escorted around the building unless they have DBS clearance.

Grounds maintenance is undertaken by the LA service.

The HT and Caretaker undertake regular checks of the grounds to identify possible risks.

All staff and pupils are instructed to keep all doors closed.

12. Hazardous Substances (COSHH)

Staff have been briefed about COSHH and know any such substances must be locked away; the H&S governor and Caretaker check adherence to this practice in their regular H & S checks.

13. Health and Safety Advice

School regularly consults with the Asset management team and the health and safety advisors.

The headteacher and other members of staff are encouraged to attend appropriate training as required by their role.

14. Housekeeping – Storage, cleaning & waste disposal

Arrangements for waste collections are in place and effective. A two weekly recycling collection takes place organised by the caretaker.

Arrangements for floor cleaning takes place prior to school starting or after school has finished for pupils; wet signs are available and used where necessary throughout the day.

The premises has safe storage systems. Cleaning is undertaken to a high standard; this is managed by the Caretaker.

Electrical appliances are disposed of in accordance with regulations e.g. computers.

15. Handling & Lifting

Specific staff undergo training for handling and lifting and are aware of the guidelines. Children are also taught safe lifting of equipment. e.g. PE apparatus.

16. Jewellery - see prospectus for information to parents.

Children should not be wearing any items of jewellery; studs or very small earrings are allowed but must be removed for PE.

17. Lettings/shared use of premises

Emergency lighting is in place both inside and outside the building.

Any third party users would liaise with the Caretaker.

18. Lone Working

The HT/staff and Caretaker are the members of staff to be lone working. The latter would be weekend/holiday overtime; the HT routinely works on site alone. Security is maintained by the zone alarm system and secure entry into school. The HT/Staff and Caretaker are responsible for ensuring areas not being worked in are alarmed and the building is secure and alarmed when they leave the premises. All inform a third party when lone working and carry mobile phones.

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

PE equipment is inspected/serviced annually

Dining tables are inspected/serviced annually

Fire equipment is checked by appropriate bodies and results/findings are recorded in the Fire Safety Log and Manual (kept in Office filing cabinet).

20. Monitoring the Policy and results

The HT, H&S governor and Caretaker carry out regular checks

The HT is responsible for updating and monitoring of the policy.

There is an H & S agenda item every week for all school staff; Governors are aware of this.

The children are taught about safe play and construction in assembly and through the curriculum. Peer support and high expectations remind children of stay safe.

Health and Safety KPI are used to measure how effective our procedures are.

21. New & Expectant Mothers

New mums and expectant mothers have a risk assessment drawn up with them where procedures and actions to be taken are outlined.

22. Noise

Anyone using noisy equipment where normal speaking is inaudible ear defenders will be used – control of noise 2005

23. Poster on Health and Safety Law

The poster is displayed in school and up to date

24. Personal Protective Equipment (PPE)

Overalls are routinely purchased for the Caretaker; and all members of staff wear plastic gloves when dealing with bodily fluids and hazardous substances.

25. Reporting Defects

HT responsible for arranging for defects to be addressed and organising interim arrangement until the defect is resolved

26. Risk Assessments/ Benefit Risk Assessments

A comprehensive range of model risk assessments (and a blank one) are available on the schools shared drives. It is the responsibility of the Year Group Leader to ensure appropriate Risk Assessments are undertaken to support activities and trips.

Where necessary the HT undertakes additional specific risk assessments e.g. for individual pupils and staff with possible related health issues e.g. pregnancy it is the responsibility of staff to inform the HT so appropriate procedures can be made.

Benefit Risk assessments have also been undertaken to highlight positive aspects alongside risk factors.

The Risk Assessment Officer and Corporate H & S are consulted where necessary for further advice.

27. Signs and Signals

The proper signs and signals in place and do they comply with requirements. All Fire Signs have recently been checked and renewed where needed (February 2016)

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

EV1 and EV1as are completed for all trips.

Risk assessments are requested from centres visited

Additional generic risk assessments are used e.g. travel by coach.

EV Leaders are responsible for these.

All offsite activities have a risk assessment and appropriate approval is sought using the form (EVOLVE). All school visits and off-site activities have a named EV leader who plans for the visit and writes the risk assessment. The headteacher is responsible for authorising visits and activities and ensuring appropriate supervision ratios in place. Parental authorisation is sought for some visits although generic approval is sought for village walks at the beginning of each year. The Headteacher is the EV Coordinator. There are emergency arrangements for all visits such as contact details and medical needs records with the visit leader as well as procedures in case of late return. First aid boxes and appropriate medication are taken on all visits. The headteacher or named member of staff back at school knows to contact the LA if an emergency occurs.

29. Occupational Health -Stress and staff Well-being

The HT may refer members of staff to Employee Healthcare to support their wellbeing.

The HT liaises with individual staff if necessary to support their health and well being

30. Other School Buildings

Permission to work between federation settings is agreed and all arrangements are risk assessed

31. School Transport

All activities involving transport have risk assessments that cover entering transport, supervision, seat belts, travel sickness and getting off. School staff have insurance cover with school for the transportation of pupils, booster seats are used appropriately, children sit in the rear seats and parental consent is sought.

32. Smoking

The school is a no smoking site.

33. Staff Consultation and Communication

H & S is a standing agenda item on the weekly staff briefing.

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

Our children are supervised during classroom activities and whilst on the playground. Older children are able to work independently inside school with intermittent supervision which is left to the class teacher's discretion depending on behaviour and needs of the pupils.

The school conforms to adult pupil ratios when undertaking off site visits and activities taking into consideration behaviour, SEN and activity.

In order to independently supervise children adults must have undergone a clear DBS check with their details recorded on the school's Central Record.

35. Swimming Pool Operating Procedures

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

36. Training and Development

Induction takes place and staff/visitors sign to acknowledge this has been undertaken. New staff receive information via the weekly briefing. The induction is given by a member of the SLT and all policies, H&S information is included in the induction file

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

Information about safe office work and use of VDUs is available as part of induction information for staff.

Eye tests can be arranged if staff have any concerns. All staff are encouraged to take regular breaks when working on the computer and IWB presentations for staff and children should have muted backgrounds not just white to protect the viewer's eyes.

38. Vehicles on Site

Vehicle access is not permitted unless prior arrangements have been made with the HT/member of staff to ensure appropriate safety measures are in place.

39. Violence to Staff

All staff warned not to put themselves in danger by being alone with an aggressive parent or other person. If they feel threatened members of staff are advised to send for help and not be positioned in a room so that their exit could be blocked. If a member of staff is the victim of violence (verbal or physical) the police should be called by another member of staff. All incident of verbal or physical violence should be reported to the headteacher and where appropriate injuries recorded in the accident file and an IR/01 form completed and sent to the LA.

(A red card is sent in to alert the office of a potentially dangerous person on site; both inside and in the playground. To be introduced)

40. Vibration

The caretaker is aware of dangers

41. Welfare

School is regularly inspected to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992. If any member of staff has a concern about any welfare issue they must report it to the headteacher.

42. Working at Height

Training has been undertaken by the caretaker who routinely uses steps for replacement of light bulbs, decorating and other work at height.

Pupils may only use steps when a risk assessment has been undertaken e.g. dropping parachutes in a science experiment.

43. Waste Management

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

44. Water Quality/Temperature/Hygiene

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

45. Work Experience

All work experience students are briefed on H & S procedures and signposted to assistance/queries.

46. Safeguarding

This has a detailed independent policy however linking with security and Violence on site an emergency warning system (Red Card labelled to identify area) has been introduced.

For specific school policies and risk assessments see the website.

Documents include

- Evacuation Policy
- Emergency Plan
- Medical Needs Policy (Office cupboard)
- Risk Assessments File (H&S file, electronically on shared area for staff - 'Risk assessments')
- Accident Booklet (Office cupboard)
- Bumped Head Letters (Office cupboard)
- PAMP File (Office cupboard)
- Water Quality Manual (Office cupboard)
- Induction Booklet and Policy (HT policies file)
- COHSS File

Part 4 Key Performance Indicators

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Key Performance Indicators

Essentially these are the annual targets/objectives that the governing body/school set themselves in relation to their own health and safety policy and the subsequent organisation /arrangements in place to meet that policy.

The intention is that there are various areas which need to be monitored and are usually set out as target numbers planned, against actual number completed, and can be in exact figures or percentages, whichever is best for the situation. They can be constructed on such topics as;

Health and Safety Policy/Statement Reviewed/Updated

All Risk Assessments reviewed (including those for specific departments)

Accidents/Incidents (Children and staff) - Analysed for trends

Ill health cases due to work (e.g. stress or repetitive strain injury)

Safety Committee Meetings

Safety Meetings with staff and/or union reps.

Management Inspections (at least one per term)

Fire Evacuations completed (at least one per term) - Including feedback

Fire Alarms (Tests and False Alarms)

Safety Training courses identified/completed /recorded(who/when)

Governors Health and Safety Report Completed (on time?)

Results of any Corporate Safety Audit/Inspection (use for new targets)

School KPI's

Health and Safety Policy/Statement Reviewed/Updated

All Risk Assessments reviewed

Accidents/Incidents (Children) - Analysis

KPI	Comment	Action	Dates	Outcomes
Health and Safety Policy/Statement Reviewed/Updated	H&S policy for Sc not available. Update to include reference to SLCF	H&S policy for SLCF (Scape) completed	September 2018	
All Risk Assessments reviewed	Sc RAs to be updated and review procedures with all staff	Meeting time	Review completed by Feb 2018 Ongoing	
Accidents/Incidents (Children) - Analysis	Previous concerns regarding the number of A/I behaviour policy considered to be inconsistent in implementation	Review behaviour policy Behaviour code agreed Analysis of A/I data	January 2017 December 2018 September 2017 Reduction in incidents LT staff positive	

Review September 2019