Scapegoat Hill J & I School



School Road, Scapegoat Hill, Huddersfield HD7 4NU
Telephone: 01484 647008, Email: office@scapegoathill.co.uk
Website: www.scapegoat-hill.kirklees.sch.uk
Headteacher: Miss Natalie Shackleton

Health and Safety Policy

Approved by: School Governors Date: 16th October 2026

Last Reviewed on: September 2026

This policy is taken from the Kirklees framework for a Health and Safety Policy

Introduction

The Schools Health and Safety Policy has been developed by the Governing Body in conjunction with the Head Teacher and members of the senior Leadership team.

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

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. For Scapegoat Hill Junior and Infant School, the employer is the local authority (LA).

The policy has 3 parts;

Part 1 - The Health and Safety Policy Statement

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

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

Part 1 - Health and Safety Policy Statement

Scapegoat Hill Junior and Infant 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 ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
   - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
   - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
   - appropriate safe systems of work exist and are maintained;
   - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
   - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.



Gareth Wolstencroft, Governor	Natalie Shackleton, Headteacher
September 2026	September 202

Part 2 Organisation and Responsibility

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

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	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.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	The Governing Body Or Academy Trust	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g., cleaning staff) the LA has responsibility for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	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.

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.

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

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

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

Policy-makers	
School Governors Headteacher H&S Committee H&S Advisers 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 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, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

- Some annual KPIs are required by the LA, the GB can also identify other indicators they wish to monitor.
- The H&S Co-ordinator may be delegated the responsibility to collate these KPI's on the Headteachers behalf (see Assisters below)

- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the 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;
- 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 Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day-to-day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)
- As part of their management of health and safety.
  appoint a Premises Manager (see Implementers below);
  - identify a member of staff who can act as a Health and Safety Coordinator (see Assisters below.)

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

Health and Safety Committee

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

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

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

The Implementers will;

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

Premises Managers

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

1. To maintain an understanding of ChYPs Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an aware 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 and an up to date Incident Recording OI01 form is 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 current 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 notifications 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 visit.

Employees [including temporary & volunteers]

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

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

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

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 employee's 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.

Responsibilities continued: Visitors, Volunteers and Contractors

On Arrival

Sign in at reception on arrival and sign out when leaving, in line with safeguarding and fire safety requirements.
Wear a school-issued visitor badge at all times while on site, ensuring it is visible to staff and pupils.

Conduct & Safeguarding

Read and agree to the Visitor Code of Conduct displayed in the school entrance, including expectations related to safeguarding and professional behaviour.
Read and agree to the Acceptable Use Agreement (AUA) covering use of mobile phones, photography, and ICT systems.
Follow all instructions from school staff, especially during emergencies such as fire, lockdown, or evacuation.

Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or a member of the safeguarding team.

Health & Safety Compliance

Follow all school Health & Safety rules, including staying within authorised areas, adhering to supervision requirements, and observing risk assessments relevant to the site visit.
Ensure personal behaviour does not compromise the safety or wellbeing of pupils, staff, or other visitors.

For Contractors and Professionals on Site

Comply with all safeguarding, Health & Safety, and site-specific risk assessment requirements, including safe working practices under the Health and Safety at Work etc. Act 1974.
Provide evidence of DBS checks where required, or be accompanied by authorised staff if working without one.
Wear appropriate PPE and adhere to all instructions given by the Site Manager or designated staff.
Ensure tools, materials, and equipment are used and stored safely, away from pupils.

Part 3 Detailed Arrangements and Procedures

Scapegoat Hill Junior and Infant 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 of the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

   Report to the Business Support Officer or a member of the Senior Leadership Team where appropriate.
   Records of minor incidents requiring first aid should be recorded in the first aid book.
   Records of incidents involving serious injury should be reported online to the LA. The form can be submitted by anyone within the school, however, the Headteacher MUST carry out the investigation. The form contains many categories and anything above and beyond normal activities, and should be reported, especially where a staff member is involved. The incident is also to be recorded in the first aid book.
   Records of serious incidents involving pupil behaviour should be recorded on CPOMS and a member of staff delegated to oversee and investigate the incident.
   Investigations where appropriate to be carried out by a member of the Senior Leadership Team.

I Am Compliant – School Compliance Management Platform

I am Compliant is the school's commercial compliance management platform, used to support statutory and best-practice responsibilities across Health & Safety, safeguarding, risk management, and operational compliance.

The system enables the school to:

Manage and monitor statutory Health & Safety requirements, including risk assessments, site checks,

contractor management, and incident reporting.
Provide accessible training and compliance modules for staff and visitors where required.
Store and track key documentation, including policies, procedures, and evidence of compliance activity.
Maintain up-to-date audit trails to ensure the school meets legal duties under UK legislation such as:

Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999
Control of Asbestos Regulations
Keeping Children Safe in Education (KCSIE)
The Education Act 2002 (Section 175)

The platform supports leaders, governors, administrators, and site staff by providing clear visibility and oversight of all compliance-related activity, helping ensure that pupils, staff, and visitors remain safe and that the school meets its regulatory obligations.

Mandatory Risk Assessments Held in I Am Compliant

As a school, we ensure that all mandatory Health & Safety risk assessments are completed, reviewed at least annually, and uploaded to I Am Compliant for monitoring, audit Mandatory Risk Assessments Held in I Am Compliant

As a school, we ensure that all mandatory Health & Safety risk assessments are completed, reviewed at least annually, and uploaded to I Am Compliant for monitoring, audit and compliance purposes. The following risk assessments are maintained within the system:

1. Asbestos Management Risk Assessment

Ensures asbestos-containing materials are identified, monitored and managed safely in line with statutory requirements.

2. Prevent Duty – Risk of Children Being Drawn into Terrorism

Assesses risks relating to radicalisation and ensures staff understand safeguarding responsibilities.

3. Display Screen Equipment (DSE) Risk Assessment

Ensures staff using screens or computers have safe, ergonomic work setups.

4. Fire Risk Assessment

Covers fire hazards, evacuation procedures, equipment checks and compliance with fire regulations.

5. Lone Working Risk Assessment

Identifies risks to staff working alone on site and defines communication, monitoring and emergency procedures.

6. Manual Handling Risk Assessment

Assesses lifting/handling tasks and ensures staff are trained to minimise the risk of injury.

7. Stress Risk Assessment

Identifies potential work-related stressors and provides measures to support staff wellbeing.

8. Control of Substances Hazardous to Health (COSHH) Risk Assessment

Assesses risks from hazardous substances and ensures safe handling, storage and use.

9. Work at Height Risk Assessment

Ensures all tasks involving ladders, steps or elevated work areas are planned and carried out safely.

10. Young Workers / Workers Under 18 Risk Assessment

Assesses additional safeguards required for any young persons working, training or volunteering at the school.

Compliance Statement

All mandatory risk assessments listed above are:

Completed and reviewed annually (or more frequently if needed)

Assigned to responsible staff within I am Compliant

Monitored through automated alerts and action tracking

Reported to Governors through the Headteacher's Health & Safety updates and compliance purposes. The following risk assessments are maintained within the system:

1. Asbestos

   The Headteacher is responsible for the Premises Asbestos Management Plan (PAMP), location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of the plan prior to starting work on the premises, instruction to staff not to carry out any work on the walls or flooring without obtaining approval from the premises manager/checking plan, how staff should report damage to asbestos materials and emergency procedures. All contractors and works staff must sign the PAMP folders before entering and starting any works in school. This is even if the work is being carried out in a different location.

2. Contractors

   The Headteacher will consider how contractors are selected, arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meeting, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the Headteacher. When the project is through the LA the Headteacher should liaise with ChYPS School Link Asset Management Officer, Kirklees Council's Project Manager in Design and Property Services.

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

   Staff will undertake suitable (written where appropriate) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, 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.

4. Drugs & Medications

The Headteacher is responsible for ensuring Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, etc. The School Business Officer will ensure medicine application requests are completed by parents.

5. Electrical Equipment [fixed & portable]

Annual PAT testing will take place allowing a thorough examination by a qualified person to maintain the record of inspection. Kirklees Catering Service will inspect the school's kitchen equipment.

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

The Headteacher is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

The Caretaker is responsible for testing the fire alarm on a weekly basis.

Fire Risk Assessment - The Headteacher is responsible for forming the Fire Risk Assessment. It is located in the Fire File in the school office as well as uploaded to I am Compliant which is the school's commercial compliance management platform.

7. First Aid

A list of First Aiders is available outside the school office and staffroom. General First Aid supplies are located in the staff room. First Aid supplies for specific medical conditions for specific pupils are also located in the staff room fridge in the medical box.
Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities and trips.
All incidents are recorded in the First Aid booklet, and if a child has a head injury a Ping is sent to parents.

8. Gas Safety

Annual testing will take place allowing a thorough examination by a qualified person to maintain the record of inspection. This is carried out by Kirklees.

9. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. The Headteacher is responsible for the assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

10. Grounds - Safety/Security

The Caretaker in each school is responsible for maintaining site security and site safety. There is a maintenance regime for the grounds in each school. The Business Manager and all staff are responsible for controlling visitor access and signing in arrangements. All visitors must show their DBS before entering the school. If a person has not shown a DBS then they receive a RED lanyard and a member of staff is with them at all times. If a DBS is shown they receive a BLUE lanyard as all check have been completed.

11. Hazardous Substances (COSHH)

The Caretaker is responsible for the selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use off protective equipment, storage

arrangements, staff health surveillance (for Dusts, Fibres, Silica etc), use of mechanical controls, name of Radiation Protection Service Page 12 CLEAPSS (high schools only), name of Radiation Protection Adviser for ChYPS Learning Service – tel 01484 414704 or 860 4704.]

12. Health and Safety Advice

The Headteacher will obtain competent health and safety advice, e.g. Kirklees Council Group Safety Advisor tel 01484 226445 or 860 6445, ChYPS Asset Management Team, Asset Management Officer tel 01484 225249 or 860 5249]

13. Housekeeping – Storage, cleaning & waste disposal

The Headteacher and Caretakers will ensure premises have sufficient and safe storage systems. That the premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins and waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations]

14. Handling & Lifting

The Headteacher is responsible for ensuring that all staff are trained and competent in minimising risks associated with manual handling activities. This includes:

- Ensuring all staff receive annual training on safe lifting and handling techniques.
- Making sure manual handling risk assessments are completed to identify hazards and implement appropriate control measures.
- Providing and maintaining school guidelines for specific tasks that involve lifting, carrying or moving loads.
- Ensuring the appropriate use of lifting aids and equipment, and that staff are trained in their safe operation.
- Encouraging staff to share suggestions for improvement to strengthen safe practice and reduce risk.
- Overseeing that all required manual handling checks, risk assessments and training records are completed and recorded annually using the I Am Compliant system.

15. Jewellery

In compliance with LA policy and for reasons of Health and Safety we ask that children do not wear jewellery in school, the only exception to this being that children who have ears pierced are allowed to wear small studs. Please note that the studs must be removed or covered for PE. Staff are unable to remove earrings for the children. Children are encouraged to hand all jewellery to the class teacher for swimming and PE.

16. Lettings/shared use of premises

The Headteacher will carry out risk assessments on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fundraising events, emergency lighting, lighting for paths on an evening, public entertainment license.

17. Lone Working

The Headteacher is responsible for developing safe working practices/rules for staff who work alone, contact arrangements, risk assessments, etc. Employees will be informed on the additional risks they may face as a lone worker and the control measures in place to support them.

Staff who work alone will, in consultation with their manager, consider all potential risks and are required to follow specific safety precautions put in place to prevent harm.

They shall take care of themselves and others affected by their work and co-operate with Head Teachers/managers in meeting their obligations. Any problems met whilst lone working will be reported to their Head Teachers/manager immediately.

18. Controlling Risks

Account will be taken of the work to be carried out and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Situations where people work alone will be identified and the following confirmed:

- Lone working is appropriate for the task.
- The workplace does not present any special risks to the lone worker.
- There is a safe way in and out of the school.
- Equipment, substances and objects can be handled by one person.
- There is low risk of violence and/or aggression.
- Staff are aware to report any violent incidents which should occur.
- Staff have sufficient experience to work alone.
- It is acknowledged that certain individuals are at more risk than others e.g. if they are young, pregnant, disabled, have a health condition or are a trainee. In these instances, employees will not work alone.
- If English is not the lone workers first language, suitable arrangements are in place to ensure clear communications, especially in an emergency. If this cannot be arranged, employees will not work alone.
- The person is medically fit and suitable to work alone.
- Training has been undertaken to ensure competency in safety matters. Some tasks may always be inappropriate for lone working.

There are tasks where a second person is needed to provide assistance and support or where a person gets into difficulty may be unable to call for help.

Risk assessment will help decide the right level of supervision required for a job. The school accept that there are some high risk activities where at least one other person may need to be present. Examples include:

- Working in confined spaces
- Work at Height
- Working at or near live electricity conductors
- Dealing with unpredictable behaviour and situations

19. Monitoring Lone Workers

Consideration has been given as to how the lone worker will be monitored/supervised. The extent of supervision required will depend on the risks involved and the ability of the lone worker to identify and handle health and safety issues.

Procedures to monitor lone workers have been put in place and may include one or more of the following:

- Head Teacher/Managers to periodically visit or otherwise contact lone worker
- Maintaining regular contact with lone worker using either a telephone, email or radio
- Systems being in place if contact is not maintained. This includes visiting the site or contacting a spouse (pre-arranged)
- Checks that lone worker has returned to their base or home on completion of a task
- Considering what happens if a person becomes ill, has an accident, or there is an emergency
- Use of an incident management centre. These are commercially run organisations who use a variety of systems to help protect/track a lone worker
- Consider the introduction of a 'Buddy' system. This may be used in conjunction with other systems. Staff will need to have access to a mobile phone which may be provided to each member of the team who work on their own or department/faculty mobile phones will be allocated when necessary. If the latter is used, it must be ensured that the correct telephone

number is recorded against the employee's (lone workers) name.

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

The Headteacher is responsible for ensuring the periodic inspection of the following (though other staff members may carry out the testing and inspection):

- Ladders and steps- Caretakers
- Playground equipment
- PE equipment- annual inspection
- Furniture (internal and external)- Caretakers/Headteacher
- Fire alarm and smoke detection, emergency lighting, fire extinguishers Kirklees Fire Officer

21. Monitoring the Policy and Results

The Headteacher and Governor with responsibility for Health and Safety should carry out an annual H&S inspection, checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. The Headteacher is responsible for ensuring the implementation of new and updated policies.
Each school's health and safety performance is measured by a Health and Safety Inspection led by Kirklees Council.

22. New & Expectant Mothers

An individual risk assessment will be formed for new and expectant mothers.

23. Poster on Health and Safety Law

The Headteacher is responsible for siting this poster in the staffroom and for ensuring it is up to date.

24. Reporting Defects

Hazards should be reported to the Business Manager and if necessary, a member of the Senior Leadership Team. The Headteacher is responsible for ensuring interim measures are taken pending rectification.

25. Tree Survey

The school recognises that trees within the school grounds should be subject to appropriate management.
The Headteacher will seek advice from a competent person to undertake the initial review of the trees within the school grounds.
Risk assessments should be completed as deemed necessary with the competent person and action taken.
An appropriate ongoing regime of care, inspection and maintenance of trees should be put in place.

26. Risk Assessments

The Headteacher is responsible for ensuring RA's are undertaken and for arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems).

27. Signs and Signals

The Headteacher is responsible for ensuring the proper signs and signals are in place and that they comply with requirements.

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

Staff are required to submit Risk Assessments through the online Evolve system. The form should contain information on emergency arrangements, parental authorisation, supervision

requirements, first aid provision, name of visit leader, etc. Residential visits must receive the approval of the LA.

29. Occupational Health - Stress and staff Well-being

The schools use the LA Human Resources Department and Employee Healthcare to support staff in terms of screening and monitoring, special arrangements, etc and in attendance management processes.

30. School Transport – e.g., minibuses

Any school transport taken for trips, swimming and sporting events are all assessed and approved by Kirklees Council. A Letter of assurance is sent to school for the drivers of the transport. If any employee is required to use their own vehicle for school business they MUST ensure they have the appropriate insurance. Any journeys undertaken will have authorisation of the parent.

31. Smoking

The school has a 'no smoking on the premises' policy this includes e-cigarettes.

32. Staff Consultation and Communication

The Finance and Premises Committee are responsible for overseeing the health and safety of schools. Committee meetings, terms of reference, how staff can raise issues of concern and make suggestions for health and safety improvements are the responsibility of the committee.

33. Swimming Pool Operating Procedures

Kirklees Council Schools Swimming Service are responsible for the operating procedures to include minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators.

34. Training and Development

The Headteacher is responsible for inducting new staff on H&S arrangements and for establishing minimum health and safety competencies for certain activities, (e.g. risk assessment controls in place, emergency procedures, use of hazardous substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc).

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

The Headteacher is responsible for ensuring all relevant staff are trained in Display Screen Equipment usage. Any defect in the workstation should be reported immediately to the Business Manager/Headteacher. Any health concerns should be reported to the Headteacher.

36. Violence to Staff

All staff are required to report all incidents of verbal & physical violence to the Headteacher. The Headteacher is responsible for recording and reporting incidents as necessary and for taking the appropriate action, depending on the nature of the incident. Ensure staff are aware of the work policy below from Kirklees Council:

Violence at work: a guide for employers

Policies and publications for learning providers | Kirklees Council]

37. Welfare

The Headteacher is responsible for ensuring 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]

Defects or unsafe conditions should be put right. If this is not possible, they should be reported to the Business Support Officer as soon as possible.

38. Working at Height

The Headteacher is responsible for ensuring that all staff are trained in using steps and ladders and for the arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.

39. Waste Management

The Headteacher is responsible for ensuring arrangements for the disposal of specific waste which needs to be disposed of environmentally (e.g. sharps/needles, body fluids etc).

40. Water Quality/Temperature/Hygiene

Kirklees Council are responsible for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual. LA officers are responsible for recording and updating the Manual. The Manual can be located in the school office. The caretaker also carries out weekly cold water flushes and logs this in the manual.

41. Work Experience

The Headteacher is responsible for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within each establishment.

42. Disciplinary Procedures

Disciplinary action may be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, interfered with or failed to use protective equipment provided for health and safety, or failed to follow their responsibility as detailed within this policy.

43. Personal Protective Equipment (PPE)

The use of personal protective equipment (PPE) is a last resort and is committed to continually seeking alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, staff and pupils will be provided with the most suitable and sufficient PPE and given training in its use, storage and maintenance. Leaders are responsible for issuing, repairing and replacing PPE and for ensuring its proper use. Staff and pupils are responsible for keeping their PPE clean and properly stored, and for reporting faults and problems to their Line Manager / Teacher.

44. Staff Consultation and Communication

The Local Governing Body, through the Headteacher, will make arrangements to consult with employees in good time on health and safety matters particularly with regard to the introduction of any measure that will affect the health and safety of employees

45. Supervision

The Headteacher is responsible for the supervision arrangements for pupils during curriculum time (e.g., pupils must not be left unattended) and all other times when in care of school. Ratios for staffing are always adhered to and carefully considered on all sporting events and off site visits.

46. Training

Induction - Line Managers will ensure that all new employees go through the health and safety induction on taking up employment. Inductions will include all general health and safety information, policies and procedures. Higher risk service areas will provide site / risk specific induction.

ii) General H&S Training - The health and safety training needs of all employees will be identified through the risk assessment process. Appropriate information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely. Where mandatory health and safety training is required, leaders must ensure that employees are provided with this, including information on the hazards and the control measures in place to protect them. Records of training will be kept by the schools and where appropriate staff will be required to sign to say they have received such training.

All training and certificates are kept in the relevant staff folders in the school office.

45. Vehicles on Site

On the occasion a vehicle is on site (grass cutting etc) children will be kept in the classroom until work has been completed. Outside school we have a no parking policy. We have signs to prevent parents from parking at drop off and collection times.

46.Work Experience

The Headteacher will organise all work experience for the school assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within the school.

47.Policy Review

The Health and Safety Policy will be reviewed annually to ensure its continuing suitability, adequacy and effectiveness and to encourage continuous improvements in health and safety performance.

Reportable Accidents and Occurrences (RIDDOR)

Significant accidents, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, must be reported to the Headteacher at the earliest opportunity.

The Headteacher is responsible for:

- Assessing the incident and determining whether it meets RIDDOR reporting requirements.
- Completing and submitting any required RIDDOR notification to the relevant authorities.
- Recording the incident in line with school procedures.
- Reporting all RIDDOR incidents to the Governing Body within the Headteacher's report at the next scheduled meeting.

The 'specified injuries' which must be reported include the following:

• Accidents to employees causing either death or major injury

• Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)

• Fractures, other than to fingers, thumbs and toes

• Amputation of an arm, hand, finger, thumb, leg, foot or toe

• Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes

• Any crush injury to the head or torso, causing damage to the brain or internal organs

• Any burn injury (including scalding) which covers more than 10 percent of the whole body's

surface area or causes significant damage to the eyes, respiratory system or other vital organs
• Any degree of scalping requiring hospital treatment
• Any loss of consciousness caused by head injury or asphyxia
• Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours Additional reportable occurrences include the following:
• The collapse, overturning or failure of any load-bearing part of any lifting equipment
• The explosion, collapse or bursting of any closed vessel or pipe work
• Electrical short circuit or overload resulting in a fire or explosion
• Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
• Any accidental release of a biological agent likely to cause severe human illness
• Any collapse or partial collapse of scaffolding over five metres in height
• When a dangerous substance being conveyed by road is involved in a fire or is released
• The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
• Any explosion or fire resulting in the suspension of normal work for over 24 hours 31
• Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
• Accidental release of any substances which may damage health
• Serious gas incidents
• Poisonings
• Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
• Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma hand-arm vibration syndrome
• Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
• Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Policy Implemented	September 2025	Headteacher/Governors
Policy Reviewed	September 2026	Headteacher/Governors