



# Health & Safety Policy

**Developed by:** Joan Young  
**Approved by:** Governors  
**Responsible Governor:** Peter Rock  
**Responsible Officer:**

# Health and Safety Policy Statement

## Netherhall Learning Campus

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged 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.

*[Insert signature]*

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**[Peter Rock], Chair of Governors**

**[Joan Young], Headteacher**

*[1<sup>st</sup> March 2017]*

*[1<sup>st</sup> March 2017]*

## 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	<b>Kirklees Council as the Local Authority (LA)</b>	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	<b>The Governing Body</b>	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.
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.

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

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

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

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

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

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, 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.
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

<b>Planners</b>	
Headteacher 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 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.
  - 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;
- 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 H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular **Premises H&S Inspection** of the premises 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 chose 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 regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's 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.

<b>Implementers</b>	
<b>Headteacher (also Policy maker, Planner)</b> <b>School Leadership Team (also planners)</b> <b>Heads of Department (who may also be planners)</b> <b>Teaching Staff [Including supply teachers]</b> <b>Managers</b> <b>Premises Managers</b> <b>Teaching Assistants</b> <b>Learning Support Staff</b> <b>Admin Staff</b> <b>Site Supervisor/Caretaker</b>	<b>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</b>

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;

- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (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;
- 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 and receive health and safety reports from Health and Safety Representatives, 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 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, laboratories, workshops etc., and off site e.g. school trips.*

## **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties; These are reproduced here;**

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;



5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
13. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the Councils structure, all staff are employees and therefore all the employee responsibilities within the 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 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**

### **Netherhall Learning Campus High 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:

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

#### **1. Accident Reporting, Recording and investigation**

- Trained First Aid staff notified – Ms Lesley Rhodes (210) , Mr Mark Docherty (328), Mr Gerald Surry (334)
- IROI completed and recorded on LACHS website by the admin team.
- Investigation (where required) conducted by the leadership team.

#### **2. Asbestos**

- This is managed by SPIE in relation to the PAMP and external contractors. When managing private contractors (e.g. ICT installation) , the school liaises with SPIE and follows the SPIE guidelines.
- All NLC staff are aware that they must not drill or affix anything to walls. A request for work to do completed must be made via admin team and carried out by SPIE

#### **3. Contractors**

- This process is primarily managed by SPIE and adheres to the SPIE guidelines. When managing private contractions (eg ICT installation) the school liaises with SPIE and follows the SPIE guidelines.

#### **4. Curriculum Safety (including out of school learning activity/study support).**

All departments complete a risk assessment bi-annually. Concerns are dealt with by the Premises Manager.

Teachers of Food Technology, PE, Science and Resistant Materials complete the required courses.

## **5. Drugs + Medications**

Please refer to policy

## **6. Electrical equipment (fixed and potable)**

This is a SPIE responsibility all school loose electrical equipment is PAT Tested annually

## **7. Fire Precaution and Procedures.**

This is a joint responsibility with SPIE.

SPIE are responsible for all emergency signage.

The Headteacher is responsible for informing staff and students of all procedures for evacuation-

- Emergency exits & routes
- Assembly points
- Registration of students , staff and visitors
- Staff training
- Termly fire drills

SPIE is responsible for

- Maintenance of fire exits/escape routes
- Maintenance of fire extinguishers
- Testing fire alarm
- Emergency lighting
- Maintenance of the fire log

## **8. First Aid**

Lesley Rhodes – Admin corridor 210

Mark Docherty – Admin corridor 328

Gerald Surry - Studio School 334

Half day refresher course for first aid undertaken annually.

First aid boxes are located as follows:-

- Medical Room
- Food Technology
- Studio School Reception
- 3 Potable (medical room)
- Science – prep room

- Technology – Technician
- P.E – Girls changing room

Checking and restocking first aid kits is the responsibility of individual staff. Stock is available from the medical room. One of the appointed first aid staff will summon an ambulance if required. In an emergency this will be carried out by the admin/ Leadership Team. Students will be escorted to hospital by a parent in the event that we are unable to contact a parent, the child will be escorted by a member of staff.

## **9. Gas Safety**

This is SPIE responsibility

## **10. Glass and Glazing**

This is SPIE responsibility

## **11. Grounds – Safety / Security**

- Ground maintenance is SPIE responsibility
- Site Security and Safety – all external doors are locked throughout the working day apart from break time and lunch time when staff supervision is in place.
- Visitors can only access the school building through reception. All visitors are required to sign in and are accompanied by a member of staff. All visitors will be issued with a visitor's badge which must be displayed at all times.

## **12. Hazardous substance (COSHH)**

The Science Department follows the CLEAPS guidelines. These are regularly reviewed with the department. RPS training is undertaken by T Hellawell.

## **13. Health and Safety Advice**

## **14. Housekeeping – storage and waste disposal**

This is a SPIE responsibility

## **15. Handling and Lifting**

Staff are **NOT** required to any lifting or handling. If the need arises, staff are required to contact admin

## **16. Jewellery**

Pupils may only wear the following

- One chain – must be kept out of sight
- One pair of earring's, studs or sleepers
- One watch
- One ring

All of these must be removed for P.E, Technology and any other subject where safety is an issue

### **17. Lettings**

This is SPIE responsibility

### **18. Maintenance / Inspection of work equipment ( including selection of equipment)**

- Design Technology equipment – annually
  - P.E equipment – annually
  - Food Technology – SPIE (annually )
  - Lift – SPIE
- All additional equipment e.g. fire alarm etc. SPIE responsibility.  
When new equipment is required it is purchased and installed by SPIE

### **19. Lone Working**

If staff access the building outside of school hours, Caretakers are informed and they are onsite.

### **20. Monitoring the policy and results**

- Bi-annual H+S checklist completed by premises manager and designated governor.
- New/updated policy implemented by Head of school.
- ½ termly reports to governors, finance + premises committee

### **21. New and Expectant mothers**

- See policy and Risk Assessment
- All records will be kept on staff files

### **22. Noise**

### **23. Poster on Health and Safety Law**

- Premises manager is responsible for setting and updating this poster in the staffroom

### **24. Personal Protective equipment**

Line managers to check

### **25. Reporting defects**

- Staff to report any defects to premises manager. Defects reported to SPIE

### **26. Risk Assessments**

- These are undertaken by the Business Manager

### **27. Signs and signals**

- This is a SPIE responsibility

### **28. School trips/ off-site activities**

- Mr Michael Kent – Educational Visits Co-ordinator all staff are required to follow the guidelines as outlined in the staff planner

### **29. Occupational Health – stress and staff well being**

- School ensures the Council arrangements are in place for supporting staff in terms of screening, monitoring & special arrangements.  
The school provides a Well-Being Room for staff.

### **30. Other school / buildings**

N/A

### **31. School transport – minibus authorised drivers;**

- Gerald Surry
- Jayne Lawrence
- Paul Corcoran
- Stephan Watson
- Helen Turnbull

All our authorised drivers have a Kirklees minibus license.

The minibus is checked by Paul Corcoran and serviced annually and has a maintenance check termly. Pupils are supervised on all journeys.

### **32. Smoking**

- This is a non-smoking site

### **33. Staff Consultation and communication**

- The governors Finance and premises meeting takes place termly.
- Monthly meetings are held with SPIE, KSSL, COUNCIL and school attend to discuss and health and safety concerns.

Staff communicate with the premises manager and receive regular updates. A reporting procedure is in place in the admin office

### **34. Supervision (including out of school learning activity / study support )**

- Pupils are never left unattended during curriculum time
  - Staff supervision is in place
  - Pre-school (7.30 onwards)
  - Break times
  - Lunch times
  - After school
- All visits are appropriately staffed. This is recorded on an EV1 and signed by the educational visits Co-ordinator

- All staff involved in work in school or on visits have DBS clearance

### **35. Swimming pool operating procedures**

N/A

### **36. Training and Development**

- Training for new staff is part of the induction package

### **37. Use of VDU'S / Displayed Screens / DSE**

- All admin staff complete risk assessments and action is taken where appropriate

### **38. Vehicles on site**

- Special arrangements are made for deliveries the kitchen area and the service area

### **39. Violence to Staff**

- Access to the school is only available through the main school door and the studio school main door. Both these areas are manned at all times.
- Any incidents of verbal and physical violence must be reports to the Headteacher

### **40. Vibration**

### **41. Welfare**

- This is SPIE responsibility

### **42. Working at Height**

- Staff do not work at height. If there is a need for working at height this is organised by the Premise Manger through SPIE

### **43. Waste Management**

- This is a SPIE responsibility

### **44. Water Quality / Temperature / Hygiene**

- This is SPIE responsibility

### **45. Work Experience**

- All potential work placements are assessed. Checks are made that insurance is in place. All work experience placements must conduct Healthy and Safety induction with students

## **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.

**School KPI's may be added here**

**The LA Health and Safety Policy also requires feedback on certain KPI's more details of these can be obtained from your Corporate Health and Safety Adviser.**



