



HEALTH & SAFETY POLICY

This is a statement of general policy and arrangements for Upper Batley High School

Overall and final responsibility for health & safety is that of The Governing Body

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Mrs Jayne Shaw — Business Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health & safety risks arising from School activities	Sam Vickers Headteacher Jayne Shaw Business Manager	Relevant risk assessments completed and actions arising out of those assessments implemented (reviewed regularly) Risk assessments in place for trips and visits Annual inspection of all areas, actions arising out of inspections implemented Analysis of accidents and annual health and safety report allow Governors to set and review key performance indicators
To provide adequate training to ensure employees are competent to do their work	Sam Vickers Headteacher Jayne Shaw Business Manager	Staff are given health and safety induction training Ongoing advice and training in response to new guidance, after an incident or arising from risk assessment of inspection Access to health & safety courses as appropriate to each role Subcontractors are given necessary health & safety induction, and access to the School's asbestos management report and fire safety procedures

<p>To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health</p>	<p>Sam Vickers Headteacher</p> <p>Jayne Shaw Business Manager</p>	<p>Staff routinely consulted on health & safety matters as they arise</p> <p>Health & safety on appropriate internal meeting Agenda's</p> <p>All staff have access to Kirklees "Care first, information and counseling service" and health advice/benefits from Educare Limited/ Well-being support provided by School's Advisory Service– details of both schemes are in the staff handbook</p> <p>Individual risk assessments carried out as and when appropriate</p>
<p>To implement emergency procedures evacuation in case of fire or other significant incident</p>	<p>Sam Vickers Headteacher</p> <p>Jayne Shaw Business Manager</p>	<p>The Emergency plan is reviewed annually and shared with appropriate staff</p> <p>Evacuation procedures are reviewed annually and displayed in all Classrooms</p> <p>Regular fire drills are carried out (termly), issues arising from the drills are addressed</p> <p>Fire risk assessment reviewed annually</p> <p>Inspections by KMC Fire service, issues arising are acted upon</p> <p>Evacuation routes inspected as part of annual inspection</p>
<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>Sam Vickers Head</p> <p>Jayne Shaw Business Manager</p>	<p>Toilets, washing facilities and drinking water provided</p> <p>Systems in place for routine inspections and testing of equipment and machinery and for ensuring the action is taken to address any defects</p>
<p>Health & Safety Poster is displayed</p>		<p>In the Staff Room</p>

First-aid box and accident book are located Accidents and ill health at work reported under RIDDOR: (reporting of Injuries, Diseases and Dangerous Occurrences Regs)		In the finance office Please see Jayne Shaw	
Signed		Date	
Subject to review, monitoring and revision by:	Jayne Shaw	Every Year	

Appendix 1 Detailed Arrangements and Procedures

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with the School's Health and Safety Policy

1. Accident Reporting, Recording & Investigation

All accidents are reported to the main reception and first aid is sought for any injured parties. The Business Manager completes a report form which is signed off by the Headteacher and information is passed to the HSE where appropriate.

2. Asbestos

Mrs Jayne Shaw is the Responsible Person and duty holder responsible for the Premises Asbestos Management Plan (PAMP). The manual and full detailed asbestos survey is kept in the caretakers office. The survey is freely available to all staff and contractors. Contractors (both contracted by the school and by the council) are asked to check the asbestos register prior to undertaking any work and to sign the register to say they have done so. Details of staff procedures regarding Asbestos are included in the staff handbook, a copy of which is given to all staff in September, new staff as they arrive and is available on the shared area.

3. Contractors

Checks are made to ensure appropriate Risk assessments are in place, any School contractors (e.g. Network engineers) follow the same procedure. Pre-start meetings are held which enable contractors and the school staff to exchange Health and Safety information and to 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.

4. Curriculum Safety

All department areas have a signed and dated H&S policy for their area. This is shared with all staff working in the area. Risk Assessments must be undertaken for all activities where hazards can be identified, these risk assessments must be referenced in the SoW and shared with all relevant staff. High Risk areas such as Science/PE/D&T must make reference to 'CLEAPSS' and 'Safe Practice in Physical Education and school sport' advice. Each curriculum area is inspected at least annually, by the SLT or Business Manager, this inspection includes all of the above.

5. Drugs & Medications

The School has a comprehensive managing medical conditions policy, which is available from Mrs Julie Smart, Head of Personnel

6. Electrical Equipment

Staff must make regular visual inspections of all equipment and report any concerns via the caretakers book kept in the finance office. Support will be arranged by the Business Manager. The provider also carries out Portable Appliance Tests, staff are asked to report any out of date tests to Jayne Shaw, these are checked during the annual area inspection.

7. Fire Precautions & Procedures

The fire risk assessment will be reviewed annually and appropriate changes made. Fire drills are carried out at least termly, full evacuation procedures are displayed in all classrooms and are in the staff handbook, along with instructions to staff. The checking of fire extinguishers, fire alarm and emergency lighting and

maintenance of fire exits/escape routes are the responsibility of the site team and Business Manager, regular checks are made and recorded. Mrs Shaw carries out an annually fire inspection. All records relating to Fire precautions and procedures can be found in the finance office.

8. Fire Risk Assessment

The latest Fire Risk assessment can be found in the fire file in the finance office.

9. Emergency Planning

The School has a detailed Emergency scheme which is reviewed annually and shared with appropriate staff.

10. First Aid

The School has a number of qualified first aiders and 2 appointed persons, details available from Mrs Julie Smart, Head of Personnel.

11. Gas Safety

Staff are aware that they should report any concerns and any smell of Gas to Mrs Jayne Shaw or Mrs J Smart.

12. Glass & Glazing

Staff should make Mrs J Shaw or Mr M Barrett (Caretaker) aware of any problems arising with glass or glazing

13. Grounds - Safety/Security

The school ensures all outdoor pathways provide a safe access/egress to the site. The school operates a signing in and out system which allows control and monitoring of people on site, all visitors are issued with a visitor's badge. All main external doors are fitted with magnetic locks giving limited and timed access to the building at all other times everybody entering the school reports via reception. All staff sign in and out of the site.

14. Hazardous Substances (COSHH)

The school is responsible for all cleaning substances and ensuring safe selection and storage for these. Any Hazardous substances used by the school are selected, stored and disposed of following CLEAPSS advice. Radioactive materials are stored in suitable containers and are inspected and tested regularly. Mr Alan Bailey has received training for the safe use and storage of radioactive materials and we have followed all advice given after LA inspection.

15. Housekeeping — Storage, cleaning & waste disposal

The school has responsibility to ensure 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 from staff and pupil entrances, security/location of external waste bins. The school removes snow and grits the staff car park and external muster points when necessary. KMC is also used for this service in extreme weather conditions.

All waste electrical appliances are recycled where possible and if not possible disposed of following WEEE regulations.

16. Handling & Lifting

Risk assessment and Guidance notes for Manual Handling are available from Mrs Roz Batley.

- 17. Lone Working** Guidance notes for Lone working are available from Mrs Jayne Shaw.
- 18. Monitoring the Policy and Results**

Mrs Jayne Shaw makes regular checks around the site. There is a full programme of area inspections during the year. Mrs Shaw reports annually to the Governing Body.
- 19. New & Expectant Mothers**

Individual Risk Assessments are carried out for all Expectant Mothers (staff and Students). Records are linked to personnel files on Sims and copies kept in the individuals file.
- 20. Personal Protective Equipment (PPE)**

Heads of department are responsible for checking PPE within their faculty. Checks are made during the annual area inspection.
- 21. Reporting Defects**

All Health and Safety concerns should be reported to Mrs Shaw and /or the caretaker.
- 22. Risk Assessments**

Mrs Shaw has a comprehensive file of whole school risk assessments a copy is available from the staff room or on the shared area. Risk Assessments in department areas are undertaken by appropriate staff. Individual Risk assessments are carried out for students and staff with health problems.
- 23. Trips/ Off-Site Activities**

Trip packs are available for staff, and a generic risk assessment is included. Staff leading trips receive training on our school procedures. Trips are approved by Mrs Shaw and where necessary the Chair of Governors. All overnight and/or high risk trip risk assessments are passed to Kirklees for approval.
- 24. Occupational Health - Stress and staff**

Well-being Information on access to the staff association, Kirklees employee health care services and Educare services are available to all staff in the staff handbook. The staff now have access to well-being support and medical treatment via schools advisory service.
- 25. School Transport — e.g. minibuses**

All Health & Safety advice and procedures relating to the minibus are available on the shared area. Driving licenses are checked on an annual basis. A system of checks are undertaken by the driver prior to and after every journey. Telephone numbers for key personnel and for breakdown service are kept in the bus. A school mobile is taken on all journeys and is preloaded with out of hours contact numbers. Staff ratios as agreed on the EV1 must be adhered to.
- 26. Staff Consultation and Communication**

Health & Safety should be on regular agenda meetings. If issues are raised the minutes should be submitted to Mrs Shaw. Procedures for reporting Health and Safety issues (including near misses) are detailed in the staff handbook and on the shared area. Health & Safety advice form part of the induction procedure for all new staff.
- 27. Supervision**

All staff have a duty of care towards students in the school. Agreed staffing ratios must be maintained, on trips this will vary dependant on the age and profile of the students as well as the activities in which they are involved. These ratios are agreed in the

planning stages and are approved by the Business Manager, AHT and Chair of Governors where necessary.

Any adult employed by the school will undergo a full enhanced DBS check prior to being allowed lone access to students. Visitors who come into the school on a regular basis will be asked to provide information/evidence of their DBS check/identity before they have unsupervised access to students. Visitors who have provided the necessary information are recorded on Central Record by the Head of Personnel, on entering the school they will be issued with a green lanyard for their visitor badge; other visitors are issued with a red lanyard. Staff are aware that unsupervised visitors with red lanyards or without visitor badges must be challenged and escorted to reception.

28. Training and Development

All new staff receive Health & Safety induction, ongoing training is provided during the year.

29. Use of VDU's / Display Screens

Guidance and self-assessment is available from Mrs Shaw. All administrative staff have been asked to complete a form and new office staff should complete within 6 months. This is checked as part of the annual inspection of offices.

30. Vehicles on Site

All cars should be parked in the car park, which has designated areas for staff/visitors/disabled parking and student drop off/pick up spaces. Speed restrictions and pedestrian crossings must be adhered to. Vehicles are parked at owners risk.

Systems are in place to ensure staff do not move their vehicles between 3:00pm and 3:10pm.

31. Working at Height

Working at height should be avoided where possible, if necessary staff have access to external training courses. Risk Assessment and Guidance advice is available from Mrs Shaw.

32. Waste Management

Specialist contractors collect and dispose of contaminated waste.

All waste electrical appliances are recycled where possible and if not possible disposed of following WEEE regulations.

33. Water Quality/Temperature/Hygiene

Regular checks are undertaken and full records are available from the caretaker.