



# Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools



## Health and Safety Policy 2025

'We celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.'

### Introduction

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School 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. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For academies, free schools and independent schools, the employer is usually the governing body, the proprietor or the academy trust.

### What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

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

The School's Health and Safety Policy should make reference to, and be complemented by, the DCYP Health and Safety Policy which can be found on One Hub – Professional Services – Health and Safety – Policies

### Health and Safety Policy Statement

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

*[Insert signature]*

*[Insert signature]*

**Kate Allen ], Chair of Governors**

**Debbie Douglas, Headteacher**

*[Insert date]*

*[Insert date]*

## 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 DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.

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

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

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

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

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

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

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
  - Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
  - Will set H&S targets (with Planners) to improve H&S performance;
  - Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
- 
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
  - Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
  - The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

<b>Planners</b>	
<b>Headteacher</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Governor for Health and Safety</b> <b>Deputy Headteacher</b> <b>Health and Safety Coordinator</b> <b>Managers</b> <b>Premises Manager</b>	<b>Develop the local plans to achieve corporate/school health &amp; safety objectives.</b> <b>Develop management arrangements for the identification of hazards and control of risks within their area</b>

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.

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

The Implementers will;

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

process monitor progress in these areas and advise planners of the results or any deficiencies;

- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (as appropriate). These may reflect the overall H&S plans;
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training and that this is recorded;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. One Hub and Business Solutions);
- *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

## **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties These are produced 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 current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

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

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

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

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

### **Staff Safety Representatives**

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

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;



- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

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

## **Part 3 Detailed Arrangements and Procedures**

### **Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools**

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**

School Business Manager are to report incidents on the online system.

#### **2. Asbestos**

The Headteacher is responsible for Premise Asbestos Management Plan (PAMP), which is kept in the locked cupboard in the school office. All contractors and others such as site supervisors etc. have sight of plan prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking plan. Staff should report damage to asbestos materials to the School Business Manager or Headteacher. Please see the School Emergency Plan for further details of what to do in an emergency.

#### **3. Contractors**

When managing own projects, school should consider how contractors are selected (e.g. members of CHAS (Contractor Safety Assessment Scheme or other members ofSSIP (Safe Systems In Procurement), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the Head Teacher. When the project is through the LA the school should liaise with the school Asset Management Officer.

#### **4. Curriculum Safety [including out of school learning activity/study support]**

Requirements for teaching staff to undertake suitable (written) 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. When using CLEAPSS, CLEAPSS require specific health and safety policies for D&T and Science classes and the generic information must be made specific to the school e.g. risk assessments.

- 5. Drugs & Medications**  
See out Medicines in school policy.
- 6. Electrical Equipment [fixed & portable]**  
All staff to visually check equipment before using.  
PAT testing is carried out once per year.  
No electrical equipment to be brought from home.
- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]**  
All equipment is checked annually.  
Fire Risk Assessment is completed annually.  
Fire evacuations are completed each term.
- 8. First Aid**  
List of first aiders are in the Health and safety file, and on various noticeboards throughout school.
- 9. Gas Safety**  
Completed with checks in place by the LA. Individual school's list of annual checks.
- 10. Glass & Glazing**  
Safety glass is in place throughout school.
- 11. Grounds - Safety/Security**  
All visitors need to sign in at the main school office before being allowed entry into school. Relevant documentary checks are taken, eg. ID of visitors and DBS checks as required.
- 12. Hazardous Substances (COSHH)**  
Coshh items are kept in locked cupboards in correctly labelled containers.
- 13. Health and Safety Advice**  
School has obtains competent health and safety advice, e.g. Kirklees Council Group Safety Advisor tel 01484 226475, and through the school's Asset Management Officer.
- 14. Housekeeping – Storage, cleaning & waste disposal**  
We follow the Coshh guidelines in the storage of cleaning substances and also in our waste disposal arrangements.
- 15. Handling & Lifting**  
The premises manager has attended manual handling training.  
In addition we have proper lifting tables for the use in changing young children.
- 16. Jewellery [This should be repeated in school prospectus]**  
*[Policy on pupils wearing earrings and other jewellery, instructions to pupils,]*
- 17. Lettings/shared use of premises**  
Our only lettings is linked with being a Polling Station. No other lettings take place.
- 18. Lone Working**  
Anyone working alone in school should only do so with the prior knowledge and agreement of the SLT. During this time the person must have their phone on them at all times in case of accidents or emergencies.

- 19. Maintenance / Inspection of Work Equipment (including selection of equipment)**  
Electrical items are PAT tested once per year.  
Whole school electrical testing is once per 5 years.  
Gas checking is annually.  
Fire extinguishers are checked annually.  
Fire alarms are tested at regular intervals  
PE apparatus is checked annually.  
Outdoor play equipment is checked annually.  
Lunchtime tables are checked annually.  
Lifting tables are checked annually.  
Air con is checked annually.  
Lifts are checked annually.
- 20. Monitoring the Policy and results**  
We have an annual overview which included an annual Health and safety check in school, and with smaller termly ones.  
The fire safety log is checked monthly.  
We have a Health and Safety book with jobs in and dates signed off.  
Risk assessments are checked and have an annual whole school check.  
SCR is checked monthly by the head teacher.  
Accident slips are checked once per half term.  
Health and safety is part of all meeting agendas.  
Health and Safety is a standing item on the Governing Body agenda and forms part of the Headteacher Report to Governors.
- 21. New & Expectant Mothers**  
Risk Assessments are kept digitally and also on the person's Personnel file.
- 22. Noise**  
This is regularly reviewed in school.
- 24. Personal Protective Equipment (PPE)**  
PPE is provided for Intimate Care and linked with individual needs.
- 25. Reporting Defects**  
It is all staff's responsibility to report any defects to the school office/ Headteacher.
- 26. Risk Assessments**  
RA's are identified and written for a particular need, and reviewed at regular intervals.  
General School Risk Assessments are reviewed as required and also have an annual audit.
- 27. Signs and Signals**  
All the required signs are in place.
- 28. School Trips/ Off-Site Activities see also item 31**  
All staff must complete the relevant forms on Evolve, which automatically go to the co-ordinator, and then to the Headteacher to be signed off.
- 29. Occupational Health - Stress and staff Well-being**  
Information is shared with all staff regarding self referrals.  
Headteacher also signposts individual staff and complete referral forms as agreed with individuals.

- 30. Other School Buildings**  
N/A
- 31. School Transport – e.g. minibuses**  
N/A
- 33. Staff Consultation and Communication**  
Relevant information is emailed out to all staff.  
Items are discussed at SLT, with the Premises Manager and also Governors.
- 34. Supervision [including out of school learning activity/study support]**  
Staff: child ratios are in place within school and on all school outings.
- 35. Swimming Pool Operating Procedures (where applicable)**  
N/A
- 36. Training and Development**  
New staff have this explained to them on Induction.  
The school monitoring cycle shows items to be address within the statutory timeframes.
- 37. Display Screen Equipment (DSE)**  
Online training is available.
- 38. Vehicles on Site**  
Staff vehicles and deliveries only are allowed in the staff carpark  
The exception is the SEN Stay and Play session at Savile Town on a Wednesday afternoon when parents are allowed to use the Early Years carpark. This is due to the needs of the children attending the session.
- 39. Violence to Staff**  
Any violence should be reported to the Headteacher, and the police if from another adult.
- 40. Vibration**  
N/A
- 41. Welfare**  
The facilities are regularly checked .
- 42. Working at Height**  
Staff must use the appropriate steps in school for any working at height.  
As part of the Annual Health and safety checks any amendments to avoid resources being stored at height etc will be made.
- 43. Waste Management**  
The appropriate bins are in place.
- 44. Water Quality/Temperature/Hygiene**  
*This is checked in line with Kirkees guidelines.*
- 45. Work Experience**  
Work placements are planned within the SLT. Placements are taken from local high

schools, colleges and universities. Each Student must have an Induction before they start their placement.

Linked Policies:

Emergency Plan

Accessibility Plan

Attendance Policy

Children Missing in Education Policy

Code of Conduct

Data Protection Policy

Education Visits Policy

Fire safety Plan

Fire Evacuation Policy

Medicines Policy

Intimate Care Policy

Missing Child Policy

Online Safety Policy

Staff Mental Health and Well Being Policy