



# St. Paulinus Catholic Primary School

"Inspiring all to live, learn and love in the light of Jesus."  
(I am the light of the world; whoever follows me will never walk  
in darkness but will have the light of life." cf John 8:12)



# Health & Safety Policy (including Sharps Policy) (Kirklees model policy)

Responsible Governor Committee: Resources and Risk Management Committee

## Version control

Version number	Date	Revisions made	By who?	Approval date
1.0	Jan 2019	Updated head	ESinclair	N/A
2.0	7.4.2020	Updated policy with school information Inclusion of sharps policy	SHayes	13.10.2020
2.1	12.4.20	Updated Policy with details of electrical equipment removal / Fire safety / First aid / Gas safety record storage.	G.Duarte / L.Massey	13.10.2020

This policy works in conjunction with the premises management documents and records that are held in the school office at St Paulinus.

Temple Road, Dewsbury, West Yorkshire, WF13 3QE

*'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.'* Ofsted 2017

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# Health & Safety Policy

## School Motto

"Inspiring all to live, learn and love in the light of Jesus"

This Policy is taken from the Kirklees Model policy.

## Children & Young People Service

### Model Framework for a School Health and Safety Policy

## 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 Kirklees Business Solutions – Professional Services – Health and Safety – Policies



## Health and Safety Policy Statement

### St. Paulinus Catholic Primary 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 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.

*Digitally signed by email*

*Digitally signed by email*

**Mr T. Regan, Chair of Governors**

**Miss S. Hayes, Headteacher**

*[Insert date]*

7.4.2020



## 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.
Foundation Schools Foundation Special Schools <b>Voluntary Aided (VA) Schools</b> Academies Free Schools	<b>The Governing Body</b>  <b>Or</b> <b>Academy Trust</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.  <b>Where the school directly employs staff, the Governing Body is then responsible for their health and safety.</b>
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.

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
School Governors				It is recognised that some governors are LA employees
Head Teacher				
School Leadership Team				
Deputy and Assistant Head teachers				
Heads of Dept/ phase leaders				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				



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

Policy-makers	
School Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Headteacher	
H&S Committee	Preserve, develop, promote and maintain the School's health and safety management system.
School Leadership Team including SBM, DHT and AHT	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;



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. At St Paulinus, H&S is standing item on the Resources and Risk Management Committee.

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 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 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.

### **Key People as identified above:**

**Head Teacher with overall responsibility:** Miss Sophie Hayes (Head)

**Identified Link Governor for H&S:** Gavin Muldoon (parent Governor)

**Health and Safety Coordinator Team:** Miss Sophie Hayes (Head) Miss Grace Duarte (Deputy Headteacher) and Mrs Lauryn Massey (School Business Manager)

**Premises Manager Team:** Mr David Watt (Caretaker) and Mrs Lauryn Massey (School Business Manager)

**First Aid Coordinator:** Miss Grace Duarte (Deputy Head) and Mrs Lauryn Massey (School Business Manager).

**Fire Safety and emergency planning Team:** Miss Sophie Hayes (Head), Miss Grace Duarte (Deputy Headteacher) and Mrs Lauryn Massey (School Business Manager)



## Part 3 Detailed Arrangements and Procedures

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

*[Who should be notified, who reports to the LA, how details are to be recorded, who undertakes investigation] e.g. LACHS system (Advice on One Hub)*

All accidents should be reported in the Accident Books stored in the first aid room by a First Aider. If the accident occurs during lunchtime the details will be recorded and signed off by a First Aider. Parents will be notified of accidents by receiving a copy of the accident slip which contains details of the injury and how it was dealt with. Slips will be given to class teacher to give out at the end of the day. In some cases a message will be sent to advise parents of the injury – in more serious cases a phone call to parents and, where necessary, emergency services will be contacted

The members of the Health and Safety Team alongside the SLT will undertake all investigations into accidents (where appropriate) and put in place any necessary precautions to help prevent further accidents. Information will be collated and analysed each term by the First Aid team and shared with Governing Body (GB) and staff. Serious accidents that result in injuries that need off site assessment (e.g. trips to the hospital) are recorded on the LACHS web online recording system which alerts the Kirklees Corporate Safety Unit and an accident report will be completed. This is done through Mrs Christine Watt (Senior Business Support officer) who can be found in the office.

### 2. Asbestos

*[Name of Responsible Person and duty holder responsible for Premise Asbestos Management Plan (PAMP), location of manual, arrangements to ensure 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, how staff should report damage to asbestos materials and emergency procedures]*

The Caretaker DWatt is responsible for the Premise Asbestos Management Plan (PAMP), located in the School office (main cupboard). All reports are stored in the manual which is made available to contractors and others such as site supervisors etc. to have sight of and to sign prior to starting any work on the premises.

Staff are instructed not to drill or affix anything to walls without first obtaining approval from SBM or the caretaker and checking the plan. Should any staff have a concern about the fabric of the building it should be reported to the HT or SBM immediately.

If any work is to be carried out in the boiler house consultation should be made with Kirklees Asset Management and the PAMP should be signed.

### 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.*



All funded building projects will be in full consultation with the Company appointed eg. AHR (P Facey) and the Diocese (J Martin). Once the contractor has been approved pre-start meetings will take place which will include AHR / Diocese / HT / SBM / Caretaker and the work schedule will be organised, site manager identified etc.

The GB Resources and Risk Management Committee will ensure all safeguarding arrangements are in place prior to work beginning and all necessary risk assessments have been undertaken.

Staff should report any H&S / Safeguarding concerns to the HT/SBM immediately. The school should also liaise with Schools Asset Management Team (S Deacon) to advise of any such projects that affect the site plan, size of school etc. (Tel. 01484 221000).

Day to day contractors on site will be managed by the SBM and Caretaker, who will ensure that safeguarding and Health and Safety information is shared. All contractors must sign in and be accompanied as necessary. Where possible, contractors will be asked to come outside of working hours, where this is not possible all staff will be made aware so that extra measures can be put in place to safeguard the children.

#### 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 ]*

Staff should complete a written risk assessment prior to commencing hazardous activities or when using specific equipment for curriculum purposes eg. Interactive Whiteboards, Cooking or Science Equipment.

Arrangements for the control of safety in specific subjects such as PE, Science, Technology/DT should be a specific concern. Curriculum Leaders must acquaint themselves in the health and safety guidelines pertaining to their subjects and share good practice with all the staff. Each of these subjects have risk assessment that is regularly reviewed and shared with staff (annually). Familiarity with eg. "Safe Practice in Physical Education and School Sport" is also necessary when teaching PE – although some of our PE sessions are also taught by a qualified Sports Coach in school. CLEAPPS requires specific health and safety policies for D&T and Science classes and the generic information must be made specific to the school eg. via risk assessments.

All out of school activities that take place off-site require a risk assessment to be completed – specific risk assessments for trips can be found on the EVOLVE portal and every adult on the trip must receive training on those risk assessments prior to the trip taking place. The effectiveness of all risk assessments will be reviewed after the activity and changes made for future use as necessary. All trips require at least 2 approvals before they go ahead – one from the EVC (Educational visits coordinator) and then from the Headteacher. More risky visits e.g. involving water etc also require LA approval.

#### 5. Drugs & Medications

*[Care Plans, Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy should be repeated in school prospectus]*



Individual Health Care Plans are in place and stored in the School Business Manager's office (medical binder) and with Mrs. Cooper (SENDCo) which outline condition, medication and emergency action. Individual class teachers also have a copy of any Health Care Plans in their SEND files. These are regularly reviewed by the SENDCo.

Parental requests for medicines are completed on a medication form with full details of medication, dosage and frequency. As a school, we require all medications to be issued by a medical professional and clearly show the child's name and dosage on the label.

All medication is locked away in the SBM's office with the exception of inhalers which are kept in class with the child in a clear wallet clearly named. Records are kept of medication that is given during the day and signed off by 2 staff members. All the above is specified in the school's medical policy which is in line with that of the LA. Any medications administered must have 2 adult signatures – 1 to administer and 1 to witness correct dose etc.

Staff receive training for conditions such as Diabetes, Asthma, Anaphylaxis administration (Epi-pen) and Administration of Medication in Schools as appropriate to the cohorts of children and conditions they have.

In conjunction with the SBM and SENDCo, a member of the office staff leads a termly check for inhalers – how many doses are left and expiry dates of the medicines and communicates any necessary information to parents. SBM and office staff carry out a similar activity with any long term medicines kept on school premises. When a medication is finished or no longer needed, it is returned to the parents for disposal.

## 6. Electrical Equipment [fixed & portable]

*[Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report defective equipment. Who inspects equipment in different or more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms]*

A full fixed Electrical Equipment Inspection is made every 5 years.

PAT testing and inspections: Portable electrical appliances will be tested every year and a record kept in the SBM's Office/ with the care taker and all items have a record sticker (date and person marked). Kirklees LA currently have the contract to provide this service. All staff should report faulty or damaged equipment to the HT/DHT/ SBM immediately that it is noticed. The ICT Technician will check all ICT equipment regularly and inform the HT/SBM of any faults. The School Caretaker will report defective cleaning equipment to the LA, as will the Kitchen Supervisor. All inspections data will be recorded in the SBM's Office.

An Inventory of all electrical equipment is stored in the school office and on the staff intranet within the administration drive>Health and Safety file and accessible via the remote back-up of the server off site. Staff are advised to switch off all electrical items overnight and should not bring in personal electrical items that have not been PAT tested, including mobile phone chargers. Children are not allowed to bring in electrical items either, those that do bring phones must switch them off and they are stored in the SBM's office throughout the day.

## 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]

*[Who 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.]*



It is the responsibility of all staff to ensure that fire exits and escape routes are kept free from obstruction and that combustible items are kept away from any heat sources.

The Caretaker tests the fire alarm weekly from each call point and records this in the Fire Manual which is kept in the fire box near the panel. Evacuation Drills are carried out each half term. All classes know where to assemble and visitors are advised on arrival. Emergency lights, Central Call Point, Fire Fighting Equipment, Fire Doors and signage are examined 6 monthly by a Kirklees Council Fire Officer and recorded in the Fire Manual - a report is provided with any action points which are urgent. The Fire and Emergency Plan is shared with all staff, pupils and visitors. In the event of a fire the Fire Service is automatically called when the alarm is activated.

We have a number of staff who act as Fire Marshals during a drill or an evacuation. Feedback is sought and shared with staff after each fire drill. PEEP plans have been created for specific one to one children. The school have emergency procedures in place for Evacuation, Invacuation and Lockdown. These plans have been shared with all staff, pupils and visitors and lockdown drills take place each term. Please see emergency planning document for further information.

## 8. First Aid

*[Names and locations of trained appointed first aid staff, location of first aid boxes and who is responsible for checking & restocking, who summons ambulance, who accompanies children to hospital, cover in the event of absence, training & retraining of first aiders.]*

The names of all first aiders and their certificates are kept in the main school office. A first aider poster is displayed around the school for information. The responsible First Aider maintains stock of first aid supplies which are held centrally and in smaller bags supplied to the First Aiders. There is at least one paediatric first aider available to support the EYFS and all other children at all times – please see the list below.

In addition Miss G Duarte is qualified in First Aid at Work, in her absence one of the Paediatric First Aiders would become the appointed person. A first aider will accompany off-site activities when required. At lunchtime there are first aiders in EYFS/KS1 and KS2, with the office first aider as back up. All accidents are dealt with according to priority and recorded in the Accident Book located in the first aid room. Children are given a copy of the accident slip to advise parents or it is given to the class teacher to hand out at the end of the day. For a more serious accident the child/adult will be supported by our First Aid staff and a call will be made, if necessary, to emergency services and then to their parent to advise. There is a separate Medical Health Care Plan in place for all children with identified medical needs. There is also a Medicine in School Policy, Asthma Policy, Anaphylaxis Policy, Epilepsy Policy and Diabetes Policy. A spare school inhaler is kept in the office to be used in emergencies only.

**Responsible first Aider (maintains stock):** Mrs K McNally / Miss G Duarte

First Aid at Work	Where based?	First Aid at Work	Where based?
Miss G Duarte	DHT (office area)		

Paediatric First Aider	Where based?	Paediatric First aider	Where based?



Mrs K McNally	Y5 and senior Lunchtime supervisor		Nikita Julianne	Y1
Helen Regan	EYU		Kayleigh Harrison	EYU
Jessica Smith	Y3/4		Paula Halloran	Y6
Katie Clayton	EYU		Hannah Ellis	EYU, Y1, Y2, Y4
Kelly Jackson	EYU		Karen Dudley	Y3
Kerry Oakley	EYU		Helen Benn	EYU, Y3
Janet Moore	Y3/4		Linda Bellwood	Y2 and lunchtime supervisor
Hayley Ambler	Y5, Y6 and lunchtime supervisor			
Carla Bentley	Y2		Cassi Bruines	Y3
Jacqueline Spencer	Y2		Steve Jones	Y6

## 9. Gas Safety

*[Frequency of inspections and examination by competent person, who maintains the record of inspection]*

The Governing Body (GB) have a contract with Kirklees to maintain and provide regular gas checks which occur annually and, in the case of Gas Soundness Test, annually. Paperwork is kept in a file in the school office and also sent to Physical Resources & Procurement Schools Asset Management Team via Building Services.

If any staff member smells gas, they must report this immediately to the Caretaker, HT, DHT or SBM – who will then contact the relevant people and evacuate the area as necessary. If there is immediate/ strong risk of injury due to the gas smell – staff should evacuate the area immediately for safety reasons.

## 10. Glass & Glazing

*[All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard]*

All glass in doors and side panels are fitted with safety glass according to building regulations.

## 11. Grounds - Safety/Security

*[Arrangements for safe access/egress, maintenance regime for the grounds, subjected to regular checks. Specific rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identify staff who are at greater risk of injury, ensure specific risk assessments are carried out, special training requirements)]*

The site is checked every morning by the site caretaker before staff and pupils arrive. Any problems are reported to the HT/SBM/DHT immediately or to the relevant Kirklees Dept.

Security fencing ensures that no intruders can access the school site and all relevant gates are locked by the site caretaker at the start of the school day. All doors are locked during the school day. Staff are made aware of any codes needed so that gates can be open in an emergency and key gates are on an electronic system that disengages when the fire alarm sounds so that easy escape is made possible.



All visitors to the site must announce themselves at the main gate and provide identification on entry. No workers are allowed on site who have not been DBS checked (or List 99 if contractors are working during school holidays or are accompanied by staff member or out of school hours). ID Badges are to be worn at all times. All visitors must report to the school office and sign in/out.

CCTV is in operation around and within the school premises at all times and the main gate has a camera to assist in identifying visitors prior to entry. Visitors to the kitchen via the kitchen door are dealt with by the Kitchen Manager who directs them to come to the main entrance to sign in and out. In event of the kitchen door being open then main driveway gates are locked. In the event of a Safeguarding incident staff & children can be alerted via a message being passed round as necessary or by the lockdown alarm, the fire alarm or email.

Staff members who are at greater risk of injury due to health concerns are risk assessed and measures are put in place to support them in their work. These risk assessments can be found in their personal files.

## 12. Hazardous Substances (COSHH)

*[Rules on selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, name of Radiation Protection Service CLEAPSS (high schools only), If schools need to contact the CLEAPSS, the Radiation Protection Supervisor (RPS) in school should contact Claire Geisler (School Improvement Science). The Radiation Protection Advisor(RPA) for CLEAPSS is Graham Hart.*

We follow Kirklees guidelines re. use of and storage of all substances covered by COSHH and refer to the COSHH Assessment Sheets provided by Caretaking & Cleaning Service which are reviewed annually.

Our Caretaker and our cleaners are fully trained by Kirklees in the use of these materials and packaging includes reminders of how to use them.

Where a COSHH assessment is not needed on products e.g. hand soaps, any substances used in Science etc. A safety data sheet is secured before use and kept on record on the staff intranet under Health and Safety.

Our LA contact for curriculum substances when required is Claire Geisler.

## 13. Health and Safety Advice

*[Details of arrangements the school has made to obtain competent health and safety advice, e.g. Kirklees Council Group Safety Advisor, Tel 01484 226475, the school's asset management officer]*

The school makes every effort to obtain competent health and safety advice and purchases the Buildings and Maintenance Package from Kirklees LA enabling the school swift and easy access to Kirklees Council Group Safety Advisor (P McCann) Tel 01484 221000 and Physical Resources & Procurement Schools Asset Management Team Tel 01484 221000 (A Seed).

The school has adapted the ChYPS Model Framework for a School Health & Safety Policy Template which is complimented by the DCYP Health & Safety Policy which is also referenced. School also refers to the Guidance and Risk Assessment Templates which can be found on Kirklees Business Solutions.

We also buy into the LA Health and Safety Package on a yearly basis which gives us access to advice and training.



In terms of Staff Health and Wellbeing we also buy into Kirklees Occupational Health for support and advice and School Advisory Service for Support Staff Insurance which also includes a Wellbeing support package.

#### 14. Housekeeping – Storage, cleaning & waste disposal

*[Arrangements to 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]*

The school pays Kirklees Caretaking and Cleaning Services to maintain a clean and safe site: a deep clean is performed in the Summer Holidays each year which includes carpet cleaning. They use clear yellow signs to notify of wet floor cleaning and also verbally mention to staff if they are in the area. They save wet floor cleaning until the end to minimise the number of staff that are likely to come into contact with it.

Any accidents including body fluids are dealt with on the day with a Wet/Dry Vacuum.

We buy into the Kirklees Waste/Refuse Collection, which happens weekly from our site. The bins are kept in an enclosed space away from the building (at the end of the car park).

All flammable materials are stored in a locked cupboard. Combustible items are stored away from heat sources and general classroom items and PE Equipment are stored safely in cupboards.

We are visited quarterly by Pest Control Services who also call out to infestations (eg. wasp's nests) between visits under our contract.

All staff take pride in our school environment and are encouraged to keep all areas tidy for safety (as well as our pupils).

Our kitchen staff are monitored by Catering Services for cleanliness and hygiene and all kitchen items are stored away carefully.

Please see attached policy for the disposal of sharps information.

Snow – we have grit delivered as needed to prepare for ice and snow. The Caretaker assesses the school site and ensures there is a cleared path to the building in the event of snow and ice. Other areas are not used until the snow/ ice melts.

Electrical items – our school ICT Manager deals with any waste electrical items and disposal. When items are to be disposed of these are sent to waste disposal who specialise in confidential electrical waste.

#### 15. Handling & Lifting

*[Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement]*

Our Caretaker has received training on manual handling techniques and all other staff are given guidance on correct techniques for general lifting. We also have a parcel truck to assist with moving items around school.

The majority of our staff have been trained in Positive Handling Techniques to be applied when physical intervention is needed and to recognise when this is required.



A risk assessment should be created to assess any heavy/unusual lifting task that may arise.

## 16. Jewellery [This should be repeated in school prospectus]

*[Policy on pupils wearing earrings and other jewellery, instructions to pupils,]*

Our policy for wearing jewellery follows the authority guidelines, which means that children should not wear jewellery to school. If earrings need to be worn, then one pair of small studs can be worn which will need to be removed on days when there is a PE lesson. In addition, we do allow older children to wear a sensible watch but no other items of jewellery can be worn.

All jewellery must be removed for PE sessions.

## 17. Lettings/shared use of premises

*[Restrictions on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, lighting for paths on an evening, public entertainment license. Who will carry out risk assessments and follow up on these.]*

St Paulinus Kids club uses the school facilities including the hall, dance studio and outdoor area for breakfast clubs, after school club and holiday club. It is run by Sara Shires and is registered with OfSTED. They use their own equipment and have performed suitable risk assessments for their activities. They have suitable insurance cover and DBS certificates. They are aware of fire evacuation and invacuation procedures. They have received Safeguarding and First Aid Training and are aware of our reporting procedures in school.

We have some after school clubs that are run by project sports, Kaisen sports and Amy Binns Dance. DBS certificates, Insurance cover, safeguarding policy, first aid and complaints policy have all been checked. They provide suitable child:staff ratios. The clubs use some school equipment and some of their own equipment. Suitable Risk Assessments for PE for both indoor and outdoor environments and use of equipment have been carried out. They are aware of fire evacuation and invacuation procedures.

School fairs and events are coordinated between school and the Friends of St Paulinus. HT, DHT, SLT and SBM are proactive in the organisation and attend most of these events. In all events the school health and safety policy and risk assessments apply. FofStP are aware of fire evacuation and invacuation procedures The Chair and other proactive members or our Friends of St Paulinus have DBS certificates All responsibilities for events are decided at the Friends of St Paulinus Meetings which occur each term and the DHT attends. For school activities outside the school day the site caretaker/HT/DHT/ member of SLT is always on duty and the H&S guidance is shared with all visitors at the start of the event.

## 18. Lone Working

*[Safe working practices/rules for staff who work alone, contact arrangements, risk assessment]*

Should staff be working alone on site it is advised that access to a mobile phone is essential. No-one must be allowed access to the building without prior arrangement with the HT/ DHT or SBM and all exterior doors and windows should be secured. They are advised to tell a nominated person they will be working in school alone and what time they should be expected to be out of school. Their nominated person should be able to verify they have left school safe and well, and that person should be given contact details of another key holder in case of emergencies / in case the lone worker does not confirm they are out of the building and safe.



It is advised that staff do not work alone during the school day, where this happens, another staff member must know where they are working so they can check on their safety if needed. Kids club/ SLT/ Caretaker check the car park and school before locking up at the end of the day to ensure there are no people on site. Staff are made aware of the closing time of the school.

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

*[Details of what equipment requires periodic inspection, examination, testing. List types of equipment, fume cupboards, other extraction systems, PE equipment, D&T machinery (lathes etc), lifts & lifting equipment, pressure cookers and pressure systems (including boilers and heating systems), autoclaves, furniture (internal and external), fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept. When new equipment is required, who selects this and defines whether it is suitable, who ensures that equipment is installed correctly]*

Kirklees provide regular checks as part of the Mechanical and Electrical contract. This includes arranging the Electrical Test Inspection (every 5 years) Fire Safety Tests (6 monthly), Gas Safety (Mechanical & Electrical Plant Equipment) Test (annual), Fire Fighting Equipment (annual) and PAT tests (annual). Water tests are carried out monthly, the water coolers and water fountains are serviced (6 monthly). Outdoor and indoor gym equipment is serviced (annually). Our Caretaker and staff report any electrical / furniture items that are faulty to the School Business Manager and these are either repaired or discarded and replaced if necessary.

Staff are asked to inspect any equipment they use during lessons (e.g. DT and Science) beforehand to check it is in good working order and they must report any faults to the subject lead and SBM/DHT.

Indoor and Outdoor furniture is monitored by the Caretaker and staff - any broken items are reported to the HT/DHT/SBM/ caretaker, removed and stored safely (if they cannot be fixed, they are disposed of safely).

## 20. Monitoring the Policy and results

*[Who carries out monitoring of H&S management systems, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. Who is responsible for ensuring the implementation of new and updated policies?]*

*How the school's health and safety performance is measured, reported upon and how often these are reported e.g. annual report to Governing Body)*

We have a nominated Health and Safety Governor who works in tandem with the Safeguarding Governor on the GB. They both are delegated to lead on monitoring H&S Management Systems and reporting back to GB with HT. Daily site safety and risk assessment provision is delegated to the HT supported by Site Caretaker, SBM and Deputy Headteacher.

Our policy and risk assessments are reviewed annually and implemented and circulated by the SLT. All staff have a legal duty to co-operate with the policy and act upon it. The reporting of accidents and near misses is recorded on a school database and analysed termly and, where necessary, control measures are introduced and circulated. This report is shared annually with our GB. This will be an agenda item on GB meetings.

Health and safety is a standard weekly agenda item in staff meetings and staff are asked to mention any things they have noticed and updates/reminders are given.

## 21. New & Expectant Mothers



*[Arrangements in place for specific assessments for new and expectant mothers, agreements in place and review periods. Details of where records will be kept]*

Should any member of staff become pregnant, a risk assessment (see Kirklees recommended forms) will be completed by the staff member and HT or Deputy Headteacher to identify possible hazards in the workplace and amend any work routines – particularly exposure to communicable diseases. Records will be kept in the employee's personnel file and the risk assessment will be reviewed as necessary as the pregnancy progresses or if there are any changes in the health of the expectant Mother.

## **22. Noise**

*[Arrangements for assessment of risk, protection and other controls from such as noise from machinery, when the workplace is so noisy that people have to shout to each other at normal speaking distance to make themselves heard (e.g. workshops) in accordance with the Control of Noise at Work Regulations 2005]*

Caretaker to protect ears when using any electrical equipment eg drills, trimmers, garden vacuum.

In the event of any loud noise that may distract a classroom or work, staff will have other areas available to them as much as is reasonably practicable.

Staff to consider carefully the volume of music, microphones and films when using these and adjust levels accordingly.

The fire alarm has been tested for noise levels and it is within acceptable limits.

## **23. Personal Protective Equipment (PPE)**

*[Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary]*

Kirklees Caretaking and Cleaning provide this service for all equipment used by the site caretaker.

Activities are risk assessed before they take place by the classteachers or a member of the Health and Safety Team, if PPE is identified as being needed it will be provided before the activity takes place.

## **25. Reporting Defects**

*[To who hazards should be reported, interim measures to be taken pending rectification, who arranges remedial works etc.]*

If a defect is noticed then the item will be reported and taken out of use. Defects must be reported to the HT/DHT/SBM/Caretaker who will take appropriate action with regards to repair or replacement of the item/s in consultation with the LA or supplier/s.

## **26. Risk Assessments**

*[Who is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for new and expectant mothers or who have health problems), arrangements for periodic review of RA's]*



The HT approves and monitors all risk assessments, which in turn are reviewed annually by the GB. The LA risk assessment guidance and templates are used and are available to download from Kirklees Business Solutions.

Staff are responsible for creating the risk assessment for their subject areas or activities they will be leading – these are then approved by the Head or Deputy and are monitored and reviewed as required but at least annually.

All risk assessments are stored on the staff intranet and shared with all necessary people before the activity takes place.

## 27. Signs and Signals

*[Are the proper signs and signals in place and compliant with current requirements]*

External signs indicate how to access school via the main entrance only. All Fire Exits are clearly identified in school by means of a running green man sign. All call points have a Fire Action Notice with instructions of what to do in event of a fire. Fire doors are clearly marked. Invacuation procedures are displayed in every classroom and other areas as is an Emergency Procedures poster which highlights what action to take when the fire alarm/tannoy/school bell are sounded (including invacuation). The Fire Alarm is tested every week and everyone is aware of the sound. Hot water taps are identified. Danger/High Voltage Signs are displayed where necessary around electrical circuit boards and in the boiler house. Safeguarding – nominated DSL's are on posters around school with advice and action for any concerns.

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

*[Requirements when planning school trips, approval process, emergency arrangements, parental authorisation, supervision requirements first aid provision, name of school Educational Visits Co-ordinator]*

Responsibility for educational visits lies with the GB and HT. We follow the Kirklees Guidance on Outdoor Learning and use the LA School Visits Model Policy. All school trips and off-site activities need a risk assessment to be carried out by the Visit Leader and approved by the HT and Deputy Headteacher (in role of Educational Visits Coordinator) before the visit takes place.

All visits are categorised according to the advice given by the KMC Emergency Planning Team - (01484 221000). The majority of our visits are Category A or B as they do not pose a high risk such as interacting with water or theme park activities (Category C), where an activity is a higher category the LA will also approve the visit.

The Party Leader will be aware of the Kirklees' Guidance for off-site activities as well as the DfES Health and Safety for Pupils on Educational Visits and a Deputy Leader will be identified who will have the same overview. We use 'Evolve' to create and store our risk assessments which considers all aspects of the activity eg. transport, groups sizes, venue, adult/pupil ratios, etc. There are also generic risk assessment templates that can be used and the ability to upload risk assessments provided by the venue.

We choose our venues via word of mouth or from experience due to their quality, relevance to the curriculum, safety, professionalism, affordability and value for money. The Visit Leader has overall responsibility for children and other staff members in every eventuality. Children can only take part in off-site activities when signed permission has been given by parent/carer. The Party Leader is responsible for making sure that children with medical



conditions are properly cared for and that staff/venue are fully aware of any special requirements.

As a general rule, a first aider will attend every trip, where this is not a member of staff, first aid facilities will be available at the venue.

We follow Kirklees guidance for ratios and aim for the following ratios for most trips: Nursery 1:4, Reception 1:5, KS1 1:6, LKS2 1:8, UKS2 1:10. 1:1 children continue to have their support and are not part of the ratios. For trips to the local area (e.g. walking to Church) ratios are considered based on the safety of the pupils and the nature of the activity. Ratios are agreed with the EVC and HT before the trip goes ahead.

In case of emergency, the visit leader (or deputy leader if the visit lead is unavailable) is responsible for contacting the visit link in school. In school hours this is the school office 01924 488282, out of school hours a member of the SLT should be called. Visit leaders should have a list of the children's emergency contact details with them on the trip. These are returned to the school office at the end of the trip.

## 29. Occupational Health - Stress and staff Well-being

*[School and Council arrangements in place for monitoring and supporting staff]*

The school receives occupational health support and advice through the LA. Support staff insurance is purchased through Schools Advisory Service who also provide a wellbeing support package.

The school provides all staff with access to well-being counselling through the CareFirst phone number and we have 4 nominated staff members as well-being officers. Social gatherings are encouraged over the year, including things like a Christmas dinner for every staff member. All staff are encouraged to adopt a work-life balance. The SLT hold regular well-being meetings both formally and informally; communication of any issues is strongly encouraged and things are acted upon in some way. For a full list of things the school does to promote staff well-being, please speak to the school office.

We have a nominated Governor for staff well-being who monitors what we have in place. The Governors make decisions at GB meetings with staff well-being in mind as well as the best interests of the children.

## 30. Other School Buildings

N/A

## 31. School Transport – e.g. minibuses

*[Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements]*

Authorised companies (via the LA recommended list) are used for transport provision to off-site activities. We have also used public transport occasionally. A risk assessment will be undertaken by the person in charge for such journeys and suitable staff/children ratio's applied. Where necessary Staff/Parent cars will be used and should be suitably insured and MOT'd, this is checked before the trip takes place. Two adults will accompany any number of children in a car at all times for safeguarding reasons. It is the responsibility of the Parent to



provide a booster seat for such journeys for any child up to 1.35m or 12yrs of age, whichever is the soonest.

### 33. Staff Consultation and Communication

*[Frequency of H & S Committee meetings (or meetings where H & S is regular agenda item), terms of reference, how staff can raise issues of concern and make suggestions for health and safety improvements. How staff are communicated to, where information about health and safety can be found]*

A H&S Law Poster (HSE) is displayed in the staffroom as is our certificate of public liability insurance (displayed in the main school office).

The Whistleblowing Policy, Health and Safety policy and various risk assessments are all kept on the staff intranet under Health and Safety and this has been shared with all staff members in a meeting and can be accessed both at school and at home.

Staff are encouraged to report any H&S concerns to HT and make any suggestions for H&S improvements. H&S is discussed each week in team briefings and safeguarding meetings. Any items of concern are noted and remedied as much as is reasonably practicable. These items are discussed in the GB Resources Committee Meetings which occur in the first half of each term. Exceptional meetings will be called in event of any issues. The GB have a Terms of Reference document that includes the following point 6: Ensure matters of school security, school premises and health and safety are addressed.

Staff are consulted with via team briefings, staff meetings, safeguarding meetings, via posters, emails and have access to our H&S Policy and documents. Staff have access to 'Kirklees Business Solutions' for further H&S information and are assigned training modules as necessary to their roles throughout the year.

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

*[Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for off-site visits, requirements for DBS clearance]*

Pupils are supervised at all times and checked upon if they go somewhere (like the toilets) and have not returned in a suitable period of time. If an adult needs to leave a room for whatever reason, another adult is called upon to monitor the class until their return.

DBS must be obtained for all adults working in school and maintained in the Single Central Record, any adult without a DBS cannot be left alone with children. Staff Identity Badges are worn at all times – visitors are issued with ID Badges.

Correct ratios are adhered to for off-site visits following the LA guidelines. As discussed above – we aim for the following ratios for most trips: Nursery 1:4, Reception 1:5, KS1 1:6, LKS2 1:8, UKS2 1:10 plus extra adults for 1:1/looked after/medical children when needed.

Supervision for lunchtimes and outdoor lessons is also carefully considered to ensure that ratios keep our children safe and extra adults support children who have greater needs at both these times. We aim for 4 lunchtime staff linked to KS2 and 3 to KS1/EYFS with extra staff in the dining hall, for 1:1 children and for carrying out First Aid.

### 35. Swimming Pool Operating Procedures (where applicable)



*[Operating procedures to include minimum supervision standards, how to summon assistance in emergency, what to do if problems are identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training for plant operators]*

The swimming pool is off-site and maintained by LA staff who carry out the necessary checks.

All staff who accompany children to the swimming pool are familiar with the LA School Swimming Policy and guidelines. These are shared with staff and the pupils at the start of the school year. Swimming lessons are delivered by competent Swimming Coaches organised through the LA.

Our children are accompanied on the coach, supervised while getting changed and accompanied to the poolside by at least 4 members of staff (further staff are there for 1:1/ looked after children/ medical needs children as required). Children get changed in 2 large rooms: one for the girls and one for the boys. Adults are on hand outside the doors and will appropriately intervene if they feel the children are at risk due to behaviour or otherwise (This may take the form of knocking on the door, announcing they will be entering the room if required or giving an instruction, holding the door open by a small crack if they need to monitor but not so much that the children are on show etc – steps taken will always consider the pupils dignity and safeguarding practices). Adults will ensure that there are no other members of the public/ adults in the vicinity during times of changing. School can also make use of some individual changing rooms for any child that needs it due to medical needs or behaviour concerns.

The lesson is delivered by the Swimming Coach and any behavioural issues are dealt with by School Staff only when it is reasonable to intervene. Any accidents/incidents are dealt with by Sports Centre First Aid Staff and a copy of the report is given to the teacher in charge. Parents are made aware of any accidents/incidents as soon as is necessary.

### 36. Training and Development

*[How new staff are inducted on H&S arrangements and by whom, 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 DSE) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)]. Also how the training undertaken is recorded and where it is kept.*

A School Staff induction is carried out by the SBM, which includes discussion and a copy of our Health and Safety Policy, Safeguarding policies and Fire/invacuation procedures. An induction is also given to Volunteers who regularly visit the site. Students are inducted by the School Based Tutor (usually the Deputy Headteacher). Cleaning and Kitchen Staff are inducted by Kirklees.

Pupils have all safety guidance shared with them. Policy and risk assessments are shared with all staff.

Staff have training (either face to face or online) from relevant Health Professionals whenever a pupil with medical needs is identified eg diabetes, nut allergies, asthma. Teaching and support staff have received Positive Handling training. All staff have undergone a face to face or on-line Safeguarding course (valid for 3 years) and receive on-going Safeguarding training by our DSL's which has included Prevent, CSE and FGM, County Lines, and Dealing with Disclosures Training to promote awareness.

Our Caretaker has also attended Working at Height and Manual Handling courses. Our HT, DHT and SBM have attended Emergency Procedures Training and have the support of Kirklees Emergency Team in event of any eventuality eg. School Closure or Bomb Scare. Our



Deputy Head Teacher has attended Fire Marshall Training and a number of staff have received in house Fire Safety Training. Our DSL's receive on-going training and refreshers pertinent to their responsibility. Kirklees have also introduced e-learning modules for H&S training which is currently promoted to our staff.

### 37. Display Screen Equipment (DSE)

*[Training requirements for staff who make significant use of DSE, how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on DSE without a break, arrangements for eyesight testing]*

Regular check of arrangements for Admin, DHT and HT. All staff aware of procedures on how to raise concerns. Kirklees Safe use of Display Screen Equipment Guidance is issued to staff periodically. DSE risk assessment templates and checklist are used and correct desk height, seating and posture are encouraged in the work place and when home working. Occupational Health can be called upon to assist with DSE assessment.

### 38. Vehicles on Site

*[Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries]*

Deliveries are received in the main school office. Some are made to the School Kitchen. Delivery drivers are encouraged to park safely on the main road and are accompanied whilst on the school site. Staff can park in the staff car park which is locked between the hours of 8.30-3.00pm for pedestrian safety, sensible parking and reversing is encouraged. Staff can park as long as emergency vehicles can gain access if required. Contractors on site are encouraged to park off-site where possible. CCTV cameras help to monitor staff cars and safety. Signage is displayed for visitor awareness. There is a clear pathway marked from pedestrian gates to the main areas of the school including the school office.

### 39. Violence to Staff

*[Arrangements to deal with the potential for violence. Requirement for all staff to report all incidents of verbal & physical violence e.g. staff awareness of Kirklees Violence at Work Policy/Guidance]*

It is the responsibility of the GB and HT to provide a healthy working environment for its employees. Guidance can be found in the Kirklees Corporate Safety Unit Work Related Violence Document. It is a requirement for all staff to report all incidents of verbal and physical violence and acts against property. Such acts against staff are not tolerated and the police will be notified if necessary. CCTV has been installed and is advertised for preventative measures. Notices are displayed in the foyer / office areas stating: "St Paulinus has a strict, zero-tolerance approach to any form of abuse. All children and staff have a right to learn and work in a safe environment. All individuals within our community will be expected to adhere to this principle, at all times."

### 40. Vibration

*[Arrangements for assessment of risk from working with hand-held and hand-guided tools and machines in accordance with the Control of Vibration at Work Regulations 2005.]*

All Equipment is checked periodically by Kirklees LA. Any issues are reported immediately and dealt with under the agreement of our Mechanical and Electrical Buy Back.



#### 41. Welfare

*[Arrangements in place to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992]*

School refers to the Kirklees Corporate Safety Unit Welfare Document which stipulates that Management have to provide a safe place to work for its employees. Employees have a duty to ensure their workplace, rest rooms and facilities are kept to a high standard and co-operate with managers and supervisors. Welfare covers:- Maintenance of Equipment, suitable working temperature, ventilation, lighting, cleaning, space, workstations and everything else which goes to providing a safe environment. A full list is available in the document.

The Caretaker and Kirklees cleaners maintain and monitor welfare facilities in school and staff are encouraged to report any issues or concerns which are acted upon by the SBM.

#### 42. Working at Height

*[Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.]*

Whenever possible items are stored at accessible heights. Our Caretaker has received training on working at higher levels and so these tasks are performed by him only.

Foot stools and ladders conform to BS standards and all staff are aware of their responsibilities to only use the correct equipment for reaching higher levels. Staff are shown how to use the equipment correctly by the Caretaker before using it for the first time and are responsible for using it safely on future occasions. Staff who have not been shown how to use the ladders etc by the Caretaker must not use them without his supervision. If at all possible all staff put everything in normal reach to reduce working at height. Where higher displays are concerned we use ladders for safety and in teams of two so that the person on the ladder has support if they need it. For hall displays support staff work in teams and use the correct ladder for working at height, any other works in the hall either our caretaker will organise or we contact Kirklees Cleaning Services who send a team with scaffolding for higher work. We would also use a competent electrical company for fitting higher hall lights and external decorators for painting above safe height if needed and the work could not be undertaken internally.

Equipment is checked before each use by the user to ascertain any defects and only used if they are satisfied it is safe to do so. Any faults are reported to and actioned by the Caretaker and SBM.

We also buy into the Kirklees Health and Safety package which has an e-module on working at height – staff should complete this before working at height.

All equipment for working at height e.g. ladders are kept in a secure cupboard/ room that children do not have access to. Children cannot use this equipment.

#### 43. Waste Management

*[Arrangements for the disposal of environmental waste (e.g. sharps/needles, body fluids etc).]*

Waste disposal is in accordance with WEEE regulations and we use Council Waste Sites for disposal of general electrical items and lightbulbs and accredited companies for disposal of our IT equipment.



We have a clinical waste bin and also sharps bin for needles and we buy into sanitary waste disposal (PHS) and disposal of body fluids. Medical waste and bodily fluids are disposed of in a special bin using yellow bags. These are then put into the normal waste collection bin.

We shred any confidential documents in the office and dispose of them in normal waste

All flammable chemical materials are stored in a locked cupboard with their COSHH sheets.

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

*[Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Quality Manual, who is responsible for recording and updating the manual, where the manual is located]*

Monthly checks are carried out as part of our Mechanical and Electrical Maintenance Contract with the LA. They update all relevant documents.

The record of the checks is kept in locked main cupboard in the office.

#### 45. Work Experience

*[Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment,]*

Guidance is taken from the Kirklees Corporate Safety Unit Document Work Experience for Young People. All arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within our school are negotiated at the time of the placement and then carried out during an induction period. Attention is given to any healthcare issues, safety of the work that will be carried out, appropriate supervision, clear guidelines about where the student can go on site and appropriate behaviour. A named contact for the duration of their Work experience is given, and this person monitors the placement.

### Specific school policies

Additional policies linked to this document are found on the school website:

Safeguarding and child protection Policy, SEND information, SEND Policy, Accessibility Plan, DSL information, Fire Safety, Invacuation and Lockdown Policy, Visitor Policy, Online Safety Policy, Whistleblowing Policy, Medical needs Policy, CCTV Policy, Staff Well-being Policy.

Risk Assessments are held on the Staff Intranet. Trip related risk assessments are stored on EVOLVE.

### Policy Monitoring and Review

This policy will be reviewed following the 1-year Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.



## Sharps Policy

St Paulinus Catholic Primary School is committed to the health and safety of our staff, students and visitors.

Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

According to the Management of Health and Safety at Work Regulations 1999, employers are required to undertake suitable and sufficient assessment of risks to staff at work. The Health and Safety at Work etc. Act 1974 is the basis of all health and safety legislation and sets out the legal duties which employers are required to comply with. The law also applies to risks from sharps injuries. The purpose of this policy is to deal with the disposal of sharps and to prevent infection from blood borne diseases.

This policy contains details of the process for the safe handling and disposal of sharps, and what procedure to follow in case of a sharps injury. This policy should be followed alongside St Paulinus' Health and Safety Policy.

### 1. Aims:

St Paulinus adopts practices that minimise the risk to staff, pupils and others coming into contact with sharps. This policy aims to:

- Protect all pupils and members of staff from the danger of exposure to sharps.
- Establish a procedure around the safe handling and disposal of sharps.
- Ensure all members of staff are aware of how and where to dispose of sharps correctly.
- Make members of staff aware of sharps injury and the procedure to follow in the event of an injury.

### 2. Procedure for handling and disposing of a sharp

Where a sharp is found and must be disposed of, it is good practice for all children to be moved away from the area in order to prevent accidental injuries. If a sharp/needle/syringe is found by an individual, an adult is required to:

- Guard it and get help from the school office by sending a staff member/pupil to request the sharps retrieval kit.
- Check the surrounding area carefully to ensure that no other syringes/needles/ sharps are in the vicinity.
- Ensure that there is adequate space to observe the sharp.
- Place a cone or box on top of it to prevent anybody else (especially children and young people) from finding it.
- Ensure that it is handled safely by using protective gloves; never bare hands.
- Make sure that they are not barefoot or wearing sandals/open shoes, as injury may occur if the needle is dropped on feet.
- Handle only one item at a time. Where there are multiple sharps, they should be carefully separated using a stick or implement. They should not be flicked or picked up casually with a grabber.
- Handle the needle/syringe using a pincer tool and place it into the sharps box.



- Inform the appropriate staff, particularly the headteacher, SBM, school office, caretaker and cleaners.
- Log the incident with details of when and where the sharp was found.
- (Where the individual is a pupil), inform the nearest staff member and never touch the object.

### 3. Safe disposal of sharps

- Ensure that any sharps are disposed of quickly and safely. An item must not be discarded in a manner so as to cause injury to others.
- The user of the sharp object is responsible for disposal of it themselves and must not hand it to anybody else for disposal. It should not be passed from hand to hand.
- The individual should wear gloves while picking up discarded needles.
- Sharps are to be held in the centre of the device to prevent injury.
- The sharps box should be taken to the needle and not vice-versa.
- Used syringes/needles must not be re-sheathed by hand before disposal.
- All sharps must go directly into a sharps bin. Wherever appropriate, a sharps bin must be provided.
- Report any needlestick injury as soon as possible and seek medical attention.

### 4. Sharp boxes

- Sharps should be discarded straight into a sharps box which complies with British Standard 7230.
- The box should be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'.
- They must be kept off the floor (wall-mounted if possible) and out of the reach of children.
- They are to be located in the School Office in an area not accessible to children.
- Sharps boxes must not be filled above the designated fill line on the outside of the box.
- Once filled, boxes must be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

### 5. Sharps retrieval kit

This should include:

- Non-powdered vinyl or latex-free CE marked disposable gloves.
- Retrieval tools to avoid handling the needle/ sharp such as tongs/litter picker, dustpan and brush, etc.

## **Sharps injury – process and procedure**

'Sharps' includes objects or instruments which could potentially cut, prick or cause injury. This includes needles, blades, syringes or other medical instruments.

### 6. Risks of sharps injury

According to the Health and Safety Executive (HSE), a sharps injury can potentially cause infections such as blood borne viruses (BBV) including Hepatitis B (HBV), Hepatitis C (HCV) and the human immunodeficiency virus (HIV). An injury can occur when an individual is in contact with a contaminated sharp which is infected with blood or bodily fluid. It may also occur when sharps are not stored or disposed of properly.

### 7. Sharps injury

The (HSE) provides the following advice in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.
- Wash the wound using water and soap.
- Do not scrub the wound while washing.



- Do not suck the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice immediately.

8. Measures to prevent sharp injuries

- The Caretaker/Site Manager will inspect school grounds regularly to ensure that discarded sharps are detected and disposed of as quickly as possible.
- Use tongs/rubbish grabbers to pick up or move rubbish.

**Do not manually compress rubbish bags as they may contain syringes/needles.**

9. Training

The appropriate staff must be trained in:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are in compliance with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Responsibility for this Policy and Procedures

The Governing Body are responsible for ensuring this policy is maintained.

The Headteacher will ensure that all school personnel, pupils and parents are aware of and comply with this policy, and that training is available for appropriate staff. Staff, including volunteers, contractors, student teachers etc, will comply with all aspects of this policy.

Pupils are made aware of and comply with this policy and are told not to pick up from the ground or handle any item that looks like a sharp or a blade or a needle or a syringe but to inform an adult in school who will deal with it.



Sharps Information poster for pupils

# SAFETY ON OUR SCHOOL GROUNDS

- ✓ If you see or find an object on the school grounds that should not be there do NOT touch it
- ✓ Tell an adult straight away
- ✓ Listen and follow the adult's instructions
- ✓ If you accidentally touch an object - tell an adult immediately

Objects to be aware of include broken glass, sharp items such as needles, blades or anything that does not belong in the playground.



**Remember – DO NOT touch, TELL an adult straight away**