

St Joseph's Catholic Primary School



Health and Safety Policy

Date Approved	January 2020
Author / Owner	Nighut Ilahi - Office Manager
Review date	January 2021



Statement of Intent

This statement of intent should be signed and dated by both the Headteacher and Chair of the Governing Body, and then displayed where it can easily be seen within school.

At St Joseph's Catholic Primary School, we are committed to the health and safety of our staff, pupils and visitors. The Governing Body of St Joseph's Catholic Primary School wish to create and maintain a healthy, safe environment for children, staff and visitors, including our before and after school provision. They recognise their duties and obligations of the Health and Safety at Work Act 1974 and the additional responsibilities placed on them by the 1992 Health and Safety Regulations. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school. Any subsequent variations the Governing Body accepts and adheres to Education Bradford policy and guidelines to assist in this.

This Health and Safety Policy complies with the following guidance and legislations:

- **DfE guidance - Keeping Children Safe in Education September 2019**
- **DfE guidance - Health and Safety: Advice on Legal Powers and Duties**
- **Primary Legislation - Health and Safety at Work etc. Act 1974**
- **Secondary legislation - The Management of Health and Safety at Work Regulations 1999**
- **Secondary legislation - The Control of Substances Hazardous to Health Regulations 2002**
- **Secondary legislation - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**
- **Secondary legislation - The Construction (Design and Management) Regulations 2015**
- **Secondary legislation - The Education (Independent School Standards) Regulations 2014**
- **DfE guidance - Statutory Policies for Schools**
- **Secondary legislation - The Workplace (Health, Safety and Welfare) Regulations 1992**
- **Other - Sensible Health and Safety Management in Schools**
- **DfE guidance - Safe Storage and Disposal of Hazardous Materials and Chemicals**

We are committed to:

- **Providing a productive and safe learning environment.**
- **Preventing accidents and any work-related illness.**
- **Compliance with all statutory requirements.**
- **Minimising risks via assessment and policy.**
- **Providing safe working equipment and ensuring safe working methods.**
- **Including all staff and representatives on health and safety decisions.**
- **Monitoring and reviewing our policies to ensure effectiveness.**
- **Setting high targets and objectives to develop a culture of continuous improvement.**
- **Ensuring adequate welfare facilities are available throughout our school.**
- **Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.**

Signed.....

Headteacher

Signed.....

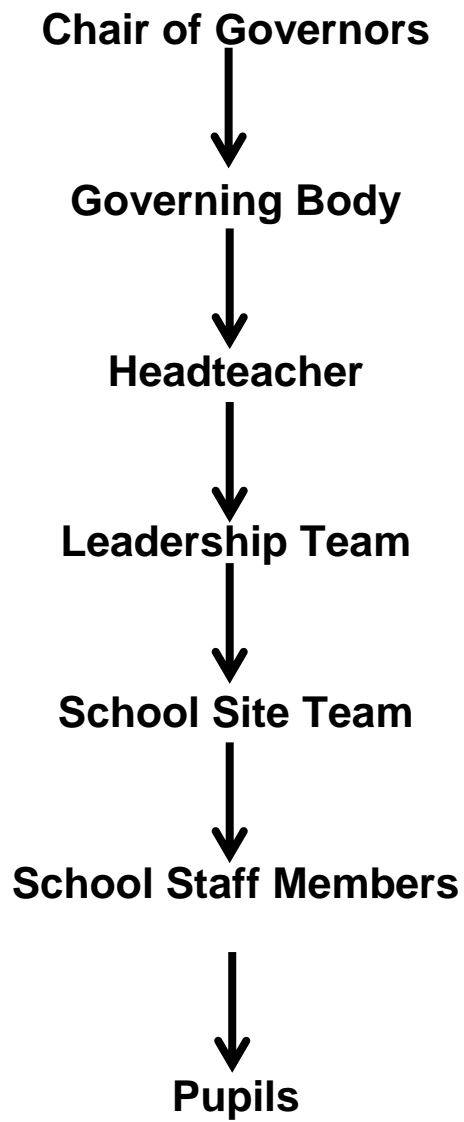
Chair of Governors

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1. St Joseph's Catholic Primary School Health and Safety Structure



2. Organisation - Duties of the Governing Body

- a) The Governing Body in consultation with the Headteacher is to accept overall responsibility for health and safety within the school.
- b) Ensure familiarity with requirements of the appropriate legislation and codes of practice and work with the Headteacher in determining finance arrangements for health and safety.
- c) Create and monitor a management structure responsible for Health and Safety in the school. Ensuring an annual audit of health and safety is carried out and it is a regular item on the Full Governing Body agenda.
- d) Ensure there is a detailed and enforceable policy for Health and Safety and that the policy is implemented by all. Ensure an annual audit within the school is carried out
- e) Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- f) Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- g) For continuous or serious breach of health and safety rules will consider appropriate disciplinary action in accordance with the CES. discipline and grievance procedures.
- h) **The Governing Body endeavours to provide the following:**
 - i. A safe place for all users of the site including staff, pupils and visitors.
 - ii. Safe means of entry and exit for all site users.
 - iii. Equipment, grounds and systems of work which are safe.
 - iv. Safe arrangements for the handling, storage and transportation of any articles and substances.
 - v. Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
 - vi. Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner. Where necessary, provide safety and protective equipment and clothing, along with any necessary guidance and instruction.

- vii. To ensure that health and safety is a regular agenda item at Governing Body meetings.

3. Duties of the Headteacher

- a) The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. To inform the Governing Body on health and safety issues and work with them in determining financial arrangements for these issues.
- b) The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the Admin and Site Management Teams along with other members of staff. To ensure staff are informed about safety procedures and updates. Encourage staff, pupils and others to promote health and safety and consulting on any issues. To attend meetings and be present in health and safety issues ensuring at all times procedures followed for welfare of staff, pupils and others.
- c) The Headteacher will designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary. Designated person – Office Manager. Designated Deputy - Site Manager. The Health and Safety Officer will liaise with trade unions health and safety representatives.
- d) The Headteacher will ensure that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, shared with the relevant staff, and reviewed at least bi-annually (or sooner if there is any significant change) and modified if necessary. To make urgent judgements and decisions without reference to the Governing Body.
- e) The Headteacher will ensure that adequate safety standards are maintained. Identifying shortcomings in safety standards, inspections, training and instructions are rectified and that safe working practices and procedures are followed throughout school.
- f) Headteacher will ensure procedures are in place and adhered to so that toxic, hazardous and highly flammable substances are correctly labelled, used, stored and logged in the COSHH file by the Site Manager.
- g) Headteacher will ensure procedures are in place so that appropriate protective clothing and equipment, first aid and fire appliances are provided.

4. Duties of the Senior Leadership Team

- a) The Senior Leadership Team will be familiar with the requirements of health and safety legislation.
- b) In addition to general duties, the Senior Leadership Team will be responsible for the implementation and operation of the school's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher.
- c) Responsibility for aspects of Health and Safety are written into the job descriptions of the Senior Leadership Team.
- d) The Senior Leadership Team will take a keen interest in the school's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- e) The Senior Leadership Team will ensure that occupational health and safety issues are taken into consideration at the design stage of new initiatives and projects.
- f) The Senior Leadership Team will ensure that accidents and incidents within their area of responsibility are reported promptly to Occupational Safety, as required by the Accident Reporting Procedure, and ensure that incidents are investigated and reasonable action is taken to prevent a re-occurrence.

5. Duties of all members of staff

- a) All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety. This refers to all adults working in the school, responsible for the health, safety and welfare of staff, children or any person under their immediate responsibility.
- b) Staff will avoid any conduct which puts themselves or others at risk.
- c) They will be familiar with all requirements laid down by the Governing Body.
- d) Staff members have a duty to ensure all staff, pupils and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- e) Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such

equipment. If a health and safety issue is noticed staff members must report immediately to the SLT and site team who will take appropriate action.

- f) Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- g) All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- h) All staff will report any defects in equipment or facilities to the designated Health and Safety Officers – Paul Stebbings (Site Manager) and Nighut Ilahi (Office Manager).
- i) All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate, making suggestions as to how the school can reduce the risk of injuries, illness and accidents.
- j) They will exercise good standards of housekeeping and cleanliness.

6. Site Manager's Role

- a) The Site Manager in the course of maintaining and securing the school will tell the Headteacher of any health and safety issues which he cannot deal with. This will be noted in the health and safety record book.
- b) The Site Manager will accompany the Office Manager on a tour of the buildings and grounds to ascertain building or grounds work that need attention. This will be done half termly. The Site Manager will meet with the Office Manager regularly keeping up to date with any voiced concerns.
- c) All members of staff will ensure that safe methods of working exist and are implemented and that regular safety inspections are made of their area of responsibility.

7. Obligations of Contractors / Contractor on site

- a) When the school is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- b) Contractors working on the school premises are required to identify and control risks arising from their activities.
- c) Contractors will inform the Headteacher of all potential risks to staff, pupils and visitors.

d) Contractors must sign in the Asbestos Register.

e) **On-site Communication**

Contract work when school is occupied, carries a dual responsibility. Site Manager and Admin Team should ensure there is effective liaison between the contractor.

All parties involved should understand their responsibilities in relation to health and safety.

f) **Building Custodian Responsibilities**

The Health and Safety Officer must inform contractors of any known health and safety risks that they might encounter during the course of the work, along with any arrangements in force to reduce the risks, e.g. fire procedures for the building.

g) **Maintenance Contracts**

To retain good health and safety, the school will operate a number of specialist maintenance contracts with external suppliers, ensuring best value and acceptable service. Areas covered will be:

- Electrical Appliances (PAT Testing)
- PE and Playground Equipment Testing
- Boiler Maintenance and servicing
- Fire Alarm servicing and maintenance
- Emergency lighting servicing and maintenance
- Legionella testing and maintenance
- TMV testing and maintenance
- Hygiene units
- Fire extinguishers
- Fixed wiring 5-year testing
- Fire Audit

The school ensures that the checks are done accordingly and documents are kept in the main school office in the facilities file. The school undertakes to ensure all equipment is maintained in a satisfactory condition taking into account all professional advice.

8.

a) **REVISED CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS (CDM 2015)**

As from 6 April 2015, the Construction (Design and Management) (CDM) Regulations 2015, came into force in place of the 2007 CDM Regulations. This risk management briefing is based on the 2015 Regulations and the related HSE guidance, L153. It provides guidance on how the introduction of CDM 2015 affects the liability of designers in their potential role as principal designers, and clients. The HSE guidance L153 makes it clear that the obligations on the principal designer in CDM 2015 to ensure all designers comply with their duties under the Regulations, and to ensure that everyone working in relation to the pre-construction phase cooperates with everyone else, are subject to the qualification of "so far as is reasonably practicable".

The regulations place legal duties on persons who act as duty holders.

The most critical of these duty holders is the CLIENT.

If Managers are engaging contractors to carry out ANY CONSTRUCTION WORK on Council or Diocesan premises they could be this duty holder.

Managers carrying out this role must seek professional advice from the Council's Facilities Management Support Services prior to any construction works being carried out.

Contact: Facilities Management Tel: - 01274 431877.

Engineering works will be directed to the relevant Department.

Alternatively contact the Occupational Safety Team Tel: - 01274 431007.

b) **Where construction work is planned it is essential that you: -**

- Check competence and resources of all persons engaged.
- Ensure there are suitable arrangements in place for the project i.e. welfare facilities, segregation etc.
- Allow sufficient time and resources at all stages.
- Provide pre-construction information to designers and contractors etc.
- Ensure competent management arrangements are in place prior to the works commencing i.e. Facilities Management Support Services.

c) **Construction work is:**

- The carrying out of any building, civil engineering or engineering work
- Any alterations, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, cleaning using high pressure water including chemicals, de-commissioning, demolition or dismantling of a structure.
- Preparations for an intended structure, site clearance, excavations,

- Assembly or dismantle of a prefabricated structure
 - The removal of a structure.
 - The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or on a structure
- d) All contractors employed must be competent to carry out the works safely and without risk. There is a Council Approved Contractors' List. All contractors registered on this list have been vetted and approved to ensure they are competent to carry out their work. Advice can be gained by contacting the Council's Procurement Unit on Tel: 01274 432745.

- e) For larger **CONSTRUCTION PROJECTS** i.e.

last longer than 30 days or
involve more than 500 person days of construction work;

The Client must appoint the duty holders i.e. Designers and CDM Co-ordinator, before design work commences and to ensure notification is given to the Health and Safety Executive. A competent Principal Contractor must be appointed prior to any construction works being commenced.

The Facilities Management Support Services CDM Unit and/or the Council's Engineering Unit can advise and provide professional competent staff to undertake the management of these duties.

- f) School can use the OJEU journal which is the **Official Journal of the European Union** (previously called OJEC - the Official Journal of the European Community). This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published.

- g) Duty Holders

- **Clients** - A 'Client' is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.
- **CDM Co-ordinators** - A 'CDM Co-Ordinator' has to be appointed to advise the client on projects that last more than 30 days or involve more than 500-person days of construction work. The CDM Co-Ordinator's role is to advise the client on health and safety issues during the design and planning phases of construction work. Our CDM – Co-Ordinator is Langtry-Langton's Architects who take on the responsibility advising the school on issues regarding construction work.
- **Designers** - The term 'Designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications,

bills of quantities and the specification of articles and substances. This could include Architects, Engineers, Maintenance Officers and Quantity Surveyors. Our Designer is Langtry- Langton's Architects who take on the responsibility advising the school on drawings, specifications and plans.

- **Principal Contractors** - A 'Principal Contractor' has to be appointed for projects which last more than 30 days or involve more than 500-person days of construction work. The Principal Contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The Principal Contractor is usually awarded by Langtry-Langton's Architects and school are informed of the person/company ensuring all checks are complied with.
- **Contractors** - A 'Contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed. A Contractor is usually awarded an assignment by Langtry-Langton's Architects and school are informed of the persons/companies ensuring all checks are complied with.
- **Workers** - A 'Worker' is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foreman and charge hands. A worker is usually awarded an assignment by Langtry-Langton's Architects and school are informed of the persons/companies ensuring all checks are complied with.

9. Pupils

- a) Pupils will exercise personal responsibility for the health and safety of themselves and others.
- b) Pupils will dress consistent with safety and hygiene standards.
- c) Pupils will respond to the instruction of staff given in an emergency.
- d) Pupils will observe the health and safety rules of the school.
- e) Pupils will not misuse, neglect or interfere with items supplied for their, and others pupils', health and safety.

10. First Aid

- a) The School will ensure ample provision is made for both trained personnel and first aid equipment on-site and training is up to date.

- b) A list of current first aiders is displayed at each First Aid Station and throughout the school.
- c) All injuries will be logged on the Inventory system and an accident form will be generated which will be sent home with the child.
- d) First Aiders in each area are responsible for maintaining the first aid kits in their area and checking kits prior to each school trip.
- e) All first equipment will be ordered by the office and maintained by the first aiders.
- f) First Aid boxes are situated in reception, nursery, KS2 copier room and one in the upper KS2 corridor by the toilets. The community room has a first aid carry case and all medical supplies are kept locked in the medical room next to infant hall. Portable first aid kits are available for trips.

11. Contacting the Emergency Services

- a) Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- b) If there is no first-aider immediately available, common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

12. Procedures for ensuring safety precautions: Fire Safety

- a) Procedures for ensuring safety precautions are properly managed. They will be discussed, formulated and effectively disseminated to all staff.
- b) Fire drill notices will be on display in all classrooms, halls, offices, staff room and Site Manager office along with notices for area of responsibility for the Fire Marshalls.
- c) The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- d) The school will test evacuation procedures (fire drill) each term. The fire alarm will be tested weekly on a Thursday morning by the Site Manager. It will be tested from different points in the school. The test will be recorded in the fire register which is kept in the main office.

- e) The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- f) Fire-fighting equipment will be checked on an annual basis by an approved contractor.
- g) Fire alarms will be tested weekly from different 'break glass' fire points around the School and records will be maintained and held in the school office.
- h) The fire doors are to be kept closed and free from any obstruction and marked clearly.
- i) Emergency lighting will be tested annually and records will be maintained and held in the School office. The 5-year fixed wire testing will be re-tested every 5 years with records held in the office.
- j) Staff are trained to be Fire Marshalls.

13. Accident recording and reporting

- a) Prior to 1 March 2017 all accidents to employees, agency staff, trainees, member of the public, clients or contractors working on our site were recorded on an Accident Book Form (AB1). More serious injuries which caused any person to be sent directly to hospital or in the case of an employee, an absence from work, a Reportable Injury Form (RIF1) was completed as soon as possible and send to the Occupational Safety Unit.
- b) As from 1 March 2017 the above-mentioned form and violent incident reporting form are no longer in use. These incidents must now be completed on Bradford Council's RIVO online reporting system. A link to this system is on Bradford Council's Occupational Safety website. Below is an incident reporting online link.
<https://www.bradford.gov.uk/hands/index.asp?a=Accidents>

14. General Staff Safety Issues

Good housekeeping is important in particular, fire escape routes must always be kept clear and floorspaces should be kept tidy, is essential to reduce slip/trip hazards.

Staff needing to reach high shelves must be familiar with and follow school directives on working at heights. Suitable ladders and/or steps will be provided throughout the school.

Staff who feel that they have been asked to do something which they regard as potentially injurious to their health should notify the Headteacher immediately, e.g. if they have been asked to move something which is too heavy for them. Similarly, if their health circumstances change they must notify the Headteacher so that appropriate safeguards can be put in place. This includes pregnancy.

Any broken glass should be well wrapped in newspaper and cleaning staff informed.

Staff injuries must be recorded in the accident book. A mobile phone is kept in the office for use when swimming, home visits and school visits
Lone Working poses another set of safety challenge and is subject to a separate policy.

ICT Equipment

Admin staff will be encouraged to take screen breaks at least once an hour, and all staff with desk-based jobs are asked to undertake a Display Screen Equipment risk assessment.

ICT will be delivered in classrooms using a variety of appropriate equipment, i.e. laptops, iPads etc. Equipment will be charged in specialist movable trolleys, which minimises the need for trailing cables in classrooms and minimises trip hazards.

Children should never be allowed to connect the electrical circuit, or move heavy trolleys of equipment.

General Procedures

Parents will be responsible for their child's safety outside the school premises, on the school premises before the bell is rung at 8.45 am and after school finishes at 3.00 pm.

The school will keep a child safe if parents fail to collect their children promptly. In the event of snow or bad weather conditions, parents have the right to collect their child early.

Electronic registers will be marked at the beginning of each session and a fire register kept readily accessible in the classroom. These will need to be taken out with the class teacher, for checking purposes, in the case of an evacuation.

All parents, visitors and persons working in school on a short-term basis will be informed about emergency and general safety procedures summarised on an A4 sheet handed out, where necessary, by office staff. The Headteacher or adult supervising those persons will be responsible for providing the necessary information. All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known or that visitors are made aware of such risks.

All electrical, gas, mechanical appliances and other equipment will be checked at regular intervals by the appropriate contractors and record of

services kept on file. All faulty or damaged machinery or equipment will be taken out of service immediately.

Any dangerous substances and hazardous materials will be kept by the Site Manager in a locked place, and only used by appropriately trained people. The School Site Manager will maintain a register of safety data sheets for chemicals kept within school in the school office. It is intended that the school will explore and pursue environmentally friendly and non-toxic products wherever possible.

There is a no smoking policy within the school.

15. Notification to the Health & Safety Executive

- a) The Occupational Safety Unit is solely responsible for the reporting of accidents to the Health and Safety Executive
- b) The School refers to the Public Health England Guidance on Infection control in schools and settings located in the main office.

16. Reporting hazards

- a) Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- b) In the main, reporting should be verbal to the Office Manager / Site Manager as soon as possible who will inform the Headteacher as appropriate.

17. Accident investigation

- a) All accidents, however small, will be investigated by an appointed party and the outcomes recorded. Areas are logged where accidents have taken place to put into place prevention methods.
- b) The length of time dedicated to each investigation will vary on the seriousness of the accident.
- c) After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- d) The Health and Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

18. Our active monitoring system

- a) It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:
- b) Regularly examining documents to ensure compliance to standards.
- c) Regularly inspecting premises, plants and equipment. Including weekly logs/checks by the Site Manager and annual checks/audits by an external body.
- d) Annual audits including Fire Risk Assessments, Playground equipment audit and Health and Safety audits.
- e) Regular reports and updates to the Headteacher.
- f) External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

19. Crisis incidents: Bomb threat procedure

- a) Please refer to the school's Emergency Plan Procedures.

20. Evacuation

- a) Please refer to the school's Emergency Plan Procedures.

21. Visitors to the School

- a) All visitors must sign in on the school's Inventory system located in reception.
- b) Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- c) No contractor will execute work on the school site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism.
- d) Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

- e) Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.
- f) Visitors and contractors will wear a visitor's badge at all times whilst on school grounds and visitors without a DBS check will not be left unsupervised.
- g) Temporary teaching staff and assistants will inform reception of their presence by reporting and signing in on the Inventory system.
- h) Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- i) For uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999-phone call.

22. Maintaining equipment

- a) Protective clothing and equipment must be supplied and used when required. Visitors must also be supplied with protective equipment when appropriate.
- b) Inspectors or a certified Health and Safety Technician will inspect the following equipment for health and safety issues annually:
 - i. All electrical appliances.
 - ii. All fixed gymnasium equipment indoor and outdoor.
- c) It is the responsibility of the Senior Leadership Team to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements.

23. Hazardous materials

- a) All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- b) Hazardous substances must be labelled with the correct hazard sign and contents label.

- c) Storage life must be considered by staff. All COSHH and Ionising Radiations Regulations must be adhered to and those requiring data sheets logged in the COSHH file.
- d) The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- e) No hazardous substances will be used without the permission of the Headteacher.
- f) Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.
- g) Dust and fumes must be safely controlled by LEV Regulations.
- h) No staff member or pupils should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

24. Medicines and drugs

- a) Please refer to the School's Administration of Medicines Policy
- b) The School's Drug Policy will be understood by all staff.

25. Smoking

- a) The School is a non-smoking premise, and no smoking will be permitted on the grounds.

26. Housekeeping and cleanliness

- a) Level of cleaning will be monitored by the Site Manager and the Cleaning Contractors.
- b) Special consideration will be given to hygiene areas.
- c) Waste collection services will be monitored by the Site Manager and Office Manager. Special consideration will be given to the disposal of clinical waste and dealt with appropriately.

27. Risk assessment

- a) The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the school.
- b) Annual risk assessments will be conducted for all areas of the school.
- c) Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- d) The Governing Body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- e) A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays. School has subscribed to Evolve which involves our Deputy Head – Judith Kelby who is our Educational Visits Co-ordinator liaising with staff and will be used to upload school visits risk assessments.

28. Security and theft

- a) Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- b) Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- c) Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- d) Thefts may be reported to the Police and staff members are expected to assist police with their investigation.
- e) All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or equipment believed to be stolen must be reported immediately to a Senior Staff Member and Office Manager.

29. Severe weather

- a) The Headteacher, in liaison with the Governing Body will make the decision on School closure on the grounds of Health and Safety. If a closure takes place the Governing Body must be informed and information will be posted on Bradford

Schools Online.

- b) Please refer to the School's Adverse Weather policy document for full details of procedures.

30. Workplace Health and Safety: Stress Management

- a) Please refer to the School's Work-related Stress Policy.

31. Workplace Health and Safety: Display equipment

- a) DSE assessments will be carried out for teaching staff and administrative staff who regularly use desktops computers.
-