



**BADSWORTH**

CofE School

CARE – Prepare – Believe

'I can do all things through Him who strengthens me'.

*Philippians 4:13*

## **HEALTH AND SAFETY POLICY STATEMENT**

May 2026

### **STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE AT BADSWORTH CE J&I SCHOOL**

#### **1. INTRODUCTION**

- 1.1 This is a statement of Organisation and arrangements for the above-named School. The statement does not replace Wakefield (LA) Health and Safety Policy Statement but is in addition to them for the benefit of all users of the premises.
- 1.2 This statement deals with those aspects over which the Governing Body has control and covers health and safety associated with the School Premises, plant, fixed equipment and belonging to the School and services for which other officers of the Local Education Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.
- 1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all employees and the health and safety of all persons using the premises in particular:
- i) To establish and maintain a safe and healthy environment throughout the school
  - ii) To establish and maintain safe working procedures among staff and pupils
  - iii) To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances
  - iv) To ensure the provision of sufficient information, instruction and supervisions to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required
  - v) To maintain a safe and healthy place of work with safe access and egress
  - vi) To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
  - vii) To lay down procedures to be followed in case of accident
  - viii) To provide and maintain adequate welfare facilities.

## **PART II ORGANISATION**

### **2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY**

Local Management of Schools (LMS) requires the school staff, Governing Body and the Local Authority (LA) to work together to ensure their health, safety and welfare objectives are achieved.

#### **2.1 THE GOVERNING BODY**

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

**2.1.1** In particular the Governing Body is responsible for:

- i) Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations. The LA recommend that this is best achieved by making health and safety an integral part of the school's development plan
- ii) Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety and from time-to-time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed
- iii) Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance
- iv) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented
- v) Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- vi) Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through
- vii) Ensuring that all reasonable inspection facilities and information are provided on request to officers of Family Services, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials
- viii) Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy
- ix) Ensuring that procedures exist for checking that items offered for the school by the school are safe
- x) Ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the department's own guidance and the DCSF Guidance;
- xi) Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- xii) Ensuring that induction training includes temporary, part-time and supply staff.

### 2.1.2 Planning and setting standards which include:

- a) Identifying hazards, undertaking risk assessments and setting standards.
- b) Have clear plans for coping with sudden emergencies
- c) Developing a positive health and safety culture.

## 2.2 HEADTEACHERS RESPONSIBILITIES

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- i) Be the focal point for reference on health safety and welfare matters and give advice or indicate source of advice.
- ii) Co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
- iii) Make clear any duties in respect of health and safety which are delegated to members of staff.
- iv) Ensure that problems in implementing health and safety policy are reported to the LA.
- v) Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that they are kept informed of accidents and hazardous situations.
- vi) Report periodically to the Governing Body / Committees on Health and Safety matters concerned with the school.
- vii) Review periodically
  - a. emergency procedures
  - b. provision of first-aid in the school
  - c. the risk assessments
- viii) and make appropriate recommendations to the Governing Body.
- ix) Put in place procedures to monitor the health and safety performance of the school.
- x) Report all known hazards immediately to the LA and stop any practices or the use of any plant, tools, equipment etc. they consider to be unsafe, until satisfied as to their safety.
- xi) Make recommendations to the LA for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- xii) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- xiii) Report to the Governing Body annually on the Health and Safety performance of the school.

## 2.3 OBLIGATIONS OF ALL EMPLOYEES UNDER THE HEALTH AND SAFETY AT WORK ECT. ACT 1974

All employees regardless of their position within the school have specific legal duties placed upon them by the Health and Safety at Work etc. Act 1974.

This includes but not exhaustive, that all employees are expected:

- i) To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied

- ii) Take reasonable care of their own safety and that of others for the work they are carrying out
- iii) Work as trained and instructed, following risk assessments associated with work activities
- iv) To observe standards of dress consistent and appropriate with safety and/or hygiene
- v) Wear appropriate personal protective equipment as provided and report defects and any concerns to their line manager/Headteacher with immediate effect
- vi) To exercise good standards of housekeeping and cleanliness
- vii) To know, support, and to apply procedures in respect of Fire Wardens, First Aiders, any other emergencies
- viii) To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- ix) To co-operate with management and other employees in promoting improved health and safety arrangements and compliance in the school
- x) To co-operate with the appointed Trade Unions Health and Safety Representative and the officers of the Health and Safety Executives or the Local Authority
- xi) To report all accidents, defects and dangerous occurrences with immediate effect to the Headteacher or their line manager
- xii) To report all unsafe incidents including verbal/physical abuse and instances of threatening behaviour to their line manager/Headteacher
- xiii) . To attend health and safety meetings/training as invited within works time

## **2.4 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

Delegated Responsible Persons will be defined. This will ensure compliance with primary statutory legislation, regulations and Approved Codes of Practice as enabled under, but not exhaustive to:

- Health and Safety at Work Etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Legionella L8
- The Control of Asbestos Regulations 2012

These staff include for example:

- Deputy Headteacher
- Subject Leaders (Teaching)
- School Business Manager (Non-teaching)
- Premises Supervisor. (Non-teaching)

All employees have a general responsibility for the application of the school's Health and Safety Policy to their own department/area of work; and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

In order to facilitate this all employees are expected:

- i) To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied
- ii) To observe standards of dress consistent with safety and/or hygiene
- iii) To exercise good standards of housekeeping and cleanliness
- iv) To know and apply the procedures in respect of fire, first aid and other emergencies
- v) To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others
- vi) To co-operate with other employees in promoting improved health and safety arrangements in the school
- vii) To co-operate with the appointed Trade Union Health and Safety Representative and the enforcement Officer of the Health and Safety Executive or the Local Authority

## **2.5 CLASSROOM TEACHER OBLIGATIONS**

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- i) Check classroom area is safe
- ii) Check equipment used is safe before use
- iii) Ensure safe procedures are followed
- iv) Give clear instruction and warnings to pupils, as often as necessary
- v) Report defects to the Headteacher
- vi) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher
- vii) Follow safe working procedures personally
- viii) Carry out special tasks as outlined in Appendix 1 (this will identify any particular duties that teachers are responsible for if any).

## **2.6 SCHOOL BUSINESS MANAGER WITH DELEGATED RESPONSIBILITIES**

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher
- ii) Ensure there are adequate resources in both staffing and finance to manage Health and Safety matters
- iii) Recording and monitoring (data) of accident(s) or incident(s) with view to reduce and remove recurrence, preventing ill health and injury to employees and non-employees engaged with school business
- iv) Ensure that all new and existing employees are familiar with and comply with the requirements of the schools Health and Safety policy and other departmental safe systems of work

- v) Support the Headteacher with all health and safety statutory requirements and that these are managed appropriately throughout the school

## **2.7 PREMISES SUPERVISOR WITH DELEGATED RESPONSIBILITIES**

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher
- ii) Will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., handling of hazardous substances)
- iii) Will ensure that contractors (Robertson Facilities Management) and other sub-contractors are managed and have effective arrangements for health, safety, welfare and comply with the schools' contractors and risk assessment policies
  - a. Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher and School Business Manager.
- iv) Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- v) Will, where appropriate ensure relevant advice and guidance on health and safety matters is sought in relation to the school site and facilities management.
- vi) Will monitor and review the risk assessment(s) and policy for Control of Substances Hazardous to Health and report any incidents, injuries or concerns to the Headteacher / School Business Manager with immediate effect

## **2.8 SCHOOL HEALTH AND SAFETY REPRESENTATIVE**

The Governing Body and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Health and Safety representatives must be allowed:

- i) To investigate accidents and potential hazards
- ii) To investigate complaints by constituents about matters relating to health, safety and welfare
- iii) To make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace
- iv) To carry out school inspection within directed time, but wherever practicable outside teaching time
- v) To represent constituents in consultation with enforcement agencies
- vi) To receive information that inspectors are required to provide

**2.8.1** They are also entitled to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Governing Body or Headteacher.

## **2.9 VISITORS AND OTHER USERS OF THE SCHOOL**

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes or work experience will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

## PART III ARRANGEMENTS

### 3.1 SUPERVISION OF PUPILS

- i) Teachers are directly responsible for their class during lesson time. Support staff are responsible for any groups of children they work with, outside of the classroom.
- ii) A duty roster clearly defines who is responsible for supervising the children at morning break times respectively. When it is their duty the appropriate staff member should ensure they are on the yard promptly and should alert their colleagues to this fact with a 'group' broadcast on the radios.
- iii) Lunch time supervision will be the responsibility of the school's appointed Dining Room Assistants (DRAs). At lunch times, Infants and Juniors will each be supervised by a minimum of two DRAs.
- iv) Both duty teachers and DRAs should have a radio with them on the playground.
- v) At no time will children be allowed to play games or indulge in behaviour likely to cause a serious risk to their safety.
- vi) When the children have access to the field, a member of staff should always monitor the activity trail.
- vii) Children will move around the buildings and between them in lines in a quiet, orderly manner. If children have to move from one part of the school (or one building to another) they will do so only on the instruction of a teacher and **only in pairs**. At no time will a child do this on their own.
- viii) Children are not allowed to access the school via the car park unless they are travelling to or from school with a staff member in which case it will be that staff member's responsibility to supervise them appropriately.
- ix) Before conducting any lesson, but particularly those with obvious risks i.e., DT, Art & Craft or PE, teachers will assess the potential dangers and focus the children on appropriate behaviour.
- x) The PE Co-ordinator in conjunction with the Headteacher will ensure that all PE equipment is safe and will regularly monitor it. The hall will be swept before each PE/dance lesson.
- xi) All children will be taught how to handle PE equipment and apparatus safely. Potential hazards will be pointed out before children move freely e.g., colliding with each other. All children will also be taught how to perform specific movements safely e.g., stretches, landing from jumps.
- xii) Children will be taught how to use equipment specific to DT, Art and Science safely.
- xiii) Attention will also be paid to use of general classroom equipment, e.g., scissors, sharp pencils, compasses, etc.
- xiv) Swimming lessons will be supervised by qualified instructors at the Minsthorpe pool and children will be accompanied at all times by a member of staff.
- xv) Staplers and staples will be used to display work. Drawing pins, ordinary pins, staple guns will only be used on occasions.
- xvi) When contractors are on site, the Office will alert staff members to this fact and staff will ensure that the children enter and exit from the school buildings, and work and play in areas remote from any work that is being completed.

## **3.2 PROVISION OF FIRST AID**

- i) First Aid boxes are provided in the mobile classrooms (year 3 storage cupboard), in the Junior Block stock room, in TJ's room and in the MI room in the main school. Each box contains only standard first aid requisites.
- ii) Medicines will be kept in a lockable fridge in the MI room - clearly marked with the child's name and dosage.
- iii) Inhalers will be kept with the child for immediate access (see Asthma Policy).

## **3.3 EMERGENCY PROCEDURES**

If anyone should become ill or suffer injury as a result of an accident the procedures are as follows:

- i) The named first aiders (see certificates on wall of the MI room) will administer first aid.
- ii) Where possible this will occur in the MI room.
- iii) If required, transport to hospital will either be by parent, family member or ambulance as appropriate.
- iv) Staff will only transport pupils to hospital as a last resort. Two members of staff will accompany the child in a fully insured vehicle.
- v) Accidents resulting in further medical consultation e.g., GP or Hospital visit must be recorded on an IRF 2023 Accident form or reported into the Corporate Reporting System electronically using the QR code on the H&S display in the staff room. Accidents which require a parent to be informed immediately are also logged on the same form and less serious accidents are logged in the first aid book.
- vi) The staff who administer the first aid are responsible for recording the details of this.

### **3.3.2 FIRE EMERGENCY**

- i) In the event of a fire, ALL pupils, staff and visitors will evacuate the building. Personal safety is of paramount importance. The Headteacher, Deputy Headteacher or office staff will telephone the fire brigade, stating school, position and nature of fire.
- ii) As part of the general organisation of the school administration, and to assist in the arrangements for security as well as fire safety, all electronic registers should be saved and returned to the office within 20 minutes of the beginning of each school session. Further, all visitors, including parent helpers, must sign in to school.
- iii) Each class will be given details of the procedure to be followed in the event of a fire at the beginning of the school year.
- iv) Fire drills will be held each term, at random times and days so that pupils meet a variety of situations. The date, time and length of time taken to evacuate will be logged on the Fire Record.
- v) Staff will familiarise themselves with the position of the fire alarm bells, the position of the firefighting equipment and procedure for using both. The procedure "In the Event of a Fire" must be displayed in each classroom and shared area throughout both buildings of the school.
- vi) Teachers are responsible for checking that all the children in their charge are accounted for.

- vii) The Headteacher, Deputy Headteacher or office staff will be responsible for the signing in/out books and for ensuring that the evacuation reports are taken to the assembly point.
- viii) Fire doors must be kept closed at all times.
- ix) The fire bells will be tested by the Premises Supervisor weekly. The Premises Supervisor will record this in the Fire Book, which is kept in the Premises Supervisor's cupboard. Any faults must be reported immediately.

### **3.3.3 EVACUATION PROCEDURES**

#### **MAIN BUILDING**

##### **Hall**

- i) The hall will be cleared via the two fire doors. These doors will be kept clear at all times. Once the fire alarm is heard, pupils will walk in a silent, orderly file to the grass near the junior playground.
- ii) If access through these doors is not possible, pupils should be led in the same fashion to the nearest exterior door. Where possible, doors should be closed after the last person is clear.
- iii) Concerts/Performances: Before the start of each performance the audience must be shown the fire escapes and told the procedure to follow.

##### **Classrooms**

- iv) These will be cleared via the individual exterior door where possible. If no exit is possible at this point, pupils must be led to the nearest exterior door. Doors should be closed after the last person is clear if possible.

##### **Shared Areas**

- v) Adults supervising children in these areas must be aware of these fire regulations. They will evacuate through the nearest exterior door and supervise the children walking, in silence, to the assembly point on the grass near the junior playground.

##### **Administrative Block/Staff room**

- vi) These will be evacuated via the nearest exit door. Where possible, doors should be closed after the last person to leave the area.
- vii) Visitors and non-teaching staff will assemble on the grass near the junior playground.

##### **Kitchen**

- viii) The kitchen will be evacuated via the kitchen outside door. All kitchen staff will assemble on the grass near the junior playground.

### **JUNIOR BLOCK & MOBILES**

#### **Classrooms**

- ix) These will be cleared via the individual exterior fire door where possible. If no exit is possible at this point, pupils must be led in silence to the nearest exterior door. Doors should be closed where possible.

### Junior Block Resource Area

- x) This will normally be cleared via the main entrance to the junior building. If this is not possible, then the nearest exterior door should be used. Once clear of the building, pupils should walk in silence to the grass near the junior playground.

### Cloakrooms, toilets, etc

- xi) These should be evacuated via the nearest exterior door, either the main entrance or a fire door. If this is not possible, then the nearest classroom fire door should be used. Once clear of the building, pupils should walk in silence to the grass near the junior playground. Doors should be closed on leaving, where this is possible.

### **3.3.4 REVIEW OF EMERGENCY PROCEDURES**

The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary they will make recommendations to the Governing Body.

### **3.4 HEALTH AND SAFETY AUDIT**

- i) Formal audits will be carried out by the Headteacher, School Business Manager and Premises Supervisor on a termly basis, although all staff will constantly monitor their areas of work as part of their general responsibility. Hazards and subsequent risk to children, staff and visitors will be recorded on the form (Appendix 1) along with the appropriate action taken.
- ii) The Headteacher will inform the Governors of any such risks and necessary action to be taken.

### **3.5 MAINTENANCE AND INSPECTION OF EQUIPMENT**

- i) All equipment will be checked as part of the termly risk assessment conducted by the Headteacher, School Business Manager and Premises Supervisor (see above).
- ii) All staff members should be vigilant however in inspecting equipment. If faults are suspected the apparatus should not be used, but should be reported immediately to the Headteacher
- iii) All electrical equipment is to be tested and certificated annually (known as portable appliance testing) by the Premises Supervisor. Everyone should carry out visual checks on the plugs, leads and casings before setting up the equipment.
- iv) All sockets should be switched off at the mains before equipment is plugged in or removed (except above).
- v) The pupils should be made aware of the dangers of careless handling of electrical appliances from first starting school, and this should be reinforced on a regular basis throughout school.
- vi) Alongside the above, children should be taught correct procedures for handling electrical equipment.
- vii) All electrical equipment will be tested annually by the Premises Supervisor. Staff/helpers will only use equipment passed as safe by the Premises Supervisor.

### **3.6 MANUAL HANDLING TASKS & DISPLAYS**

- i) Staff, visitors and children will ensure that all objects e.g., furniture, boxes, people ... are transported appropriately. They will think carefully about how much they are lifting and where they are transporting it to prior to actually handling the object.
- ii) Two people will be used to lift larger objects e.g., benches and tables
- iii) Chairs will not be over stacked with no more than two being carried manually and eight using the porter's trolley.
- iv) Staff, visitors and children should bend their knees rather than their back when lifting objects.
- v) Adults must always use step stools or the 'elephant's foot' when accessing areas beyond their reach. They must not stand on furniture.
- vi) All employees will be invited to attend health and safety awareness sessions and to follow relevant risk assessment(s)

### **3.7 PLAYGROUND SAFETY**

- i) The gates at the top of the playground will be locked at the beginning of school as the parents leave after bringing their children to school and only reopened at the end of the school day.
- ii) Staff will not release their children on to the playground until they are notified via the radio that someone is on duty.
- iii) Children will be made aware that if they cannot see a member of staff they are out of bounds.
- iv) Children are forbidden from entering the bushes at the side of the field and may only do so to retrieve equipment e.g., a ball, after expressly asking permission.
- v) Any vehicles entering the school grounds e.g., grounds maintenance will need to sign in and collect a key to unlock the gates. The office staff will alert teachers to the presence of the vehicle. e.g., via the radio.

### **3.8 SCHOOL TRIPS**

See Educational Visits Policy

### **3.9 VIOLENCE TO STAFF**

- i) Staff will take all reasonable precautions to ensure they do not put themselves into a position where they could be confronted by a child, parent or other person.
- ii) Visitors will not have access to classrooms except with the express permission of the Headteacher.
- iii) Serious misbehaviour will be referred by the Class Teacher to the Headteacher.

### **3.10 VISITORS & SECURITY**

- i) All visitors will sign in at reception and wear a visitors' badge, including parent helpers.
- ii) Children will be made aware that they should alert a staff member if they notice an unfamiliar adult without a visitors' badge
- iii) All access gates to the school playgrounds will be locked at 9:00 a.m. when the parents leave and reopened at 3:20 just prior to the conclusion of school.

- iv) Codes for access to school buildings will be changed each 6 months. They will only be shared with staff, four select children from each class (Yr 2 upwards) and those parent helpers who regularly need to access different buildings in school.
- v) All exit doors that are locked for security reasons, are unlocked every morning by the Premises Supervisor or Headteacher (if Premises Supervisor absent). Exit locations: Foundation Stage, Year 1, Kitchen (internal door).

Where exit doors have a double latch, pupils will be supervised at all times in these areas. Staff are aware of the double latch doors which are in situ due to safeguarding procedures. Exit door locations: Foundation Stage (applies to one door only), Year 1. The external exit doors in EYFS are fitted with a bolt and door latch. These areas are only used under the supervision of an adult. Staff are made aware (through induction and training) that these exits open on a 2x latch handle and high-level bolt. Signage is clearly marked to remind staff to follow instruction

### **3.11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

- i) The Premises Supervisor will ensure that all SHH are clearly labelled and stored in an organised manner. Wherever possible substances should remain in their original containers.
- ii) COSHH should all be stored in either the Premises Supervisor's room in the main building or the Cleaners cupboard in the Junior Block. The cupboards will always be locked.
- iii) No substances are allowed on the premises unless a risk assessment has been produced via the Premises Supervisor and with the authorisation from the Headteacher
- iv) All substances will hold a manufacturers data safety sheet along with an up-to-date risk assessment held in the COSHH site file.

### **3.12 SMOKING**

- i) Badsworth School is a totally smoke free site. No smoking, including e-cigarettes. Notices are displayed around the school site.

### **3.13 MANAGEMENT OF ASBESTOS**

- i) The site file identifying asbestos in the school is located in the School Office and this will be considered before any alterations or improvements to the fabric of the school buildings.
- ii) If during the course of alterations or improvements asbestos is accidentally revealed the appropriate support will be accessed.

### **MANAGEMENT OF LEGIONELLA**

The site management file identifying Legionella risks in the school is located in the Premises Supervisors room and this will be considered before any alterations or improvements.

L8 – Legionella Code of Practice (ACoP) is managed as followings:

- Weekly flush outlets – Premises Supervisor
- Quarterly spray taps / showerhead descaling – Premises Supervisor
- Monthly temperature checks – Contractors
- Annual risk assessment / management – Contractors

### 3.14 PROVISION OF ADVICE AND CONSULTATION SERVICE

- i) Advice and consultation from the authority shall be sought as appropriate.

### 3.15 INFORMATION ABOUT ARRANGEMENTS.

The Headteacher will review the Health & Safety Policy with both staff & Governors in appropriate meetings each year. Staff will in turn ensure that pupils are familiar with the appropriate sections of the Policy Statement.

## 4. MONITORING HEALTH AND SAFETY PERFORMANCE

4.1 The monitoring arrangements for ensuring health and safety is being undertaken are identified below.

4.2 Monitoring arrangements are both active and reactive. Active monitoring gives information before an accident happens; its primary purpose is to measure success and reinforce positive achievement. Reactive monitoring ensures that lessons are learned from incidents, accidents or cases of occupational ill-health. In essence, reactive monitoring measures the extent of failure.

### 4.2.1 ACTIVE MONITORING ARRANGEMENTS: -

- Are designed to measure performance in safety before things go wrong
- Checks that the procedures devised by the school are being properly applied
- Look at how well the schools' standards are being met.

### 4.2.2 ACTIVE MONITORING:

- i) Problems or weaknesses are identified in the various regular checks that are undertaken:

Monitoring	By Whom	Timing
Fire Drill	Headteacher & Premises Supervisor	Termly
Critical Incident Drill	Headteacher	Annually
Fire Alarms Test	Premises Supervisor	Weekly
L8 – Legionella (ACoP); Water outlet flushing and Temperature checks	Premises Supervisor / RFM	Weekly / Monthly
Spray taps / showers descaling	Premises Supervisor	Quarterly

- ii) The risk assessments completed by the Headteacher, School Business Manager, Premises Supervisor, Governors and School Council representatives clearly identify the situation to be improved, what needs to be done to improve it and who is responsible for it.
- iii) The latter may include training staff in various aspects of health & safety as appropriate to their position.
- iv) The information from monitoring is recorded on Risk Assessment form (see appendix 1) and the Headteacher ensures it is acted upon.

- v) The Headteacher & Premises Supervisor will ensure that safety performance meets the standards set in the health and safety policy and where it does not, initiate the action required.
- vi) The monitoring will be done during the normal day so that good practice can be highlighted.
- vii) Evening and weekend activities undertaken by the school may need reporting on.
- viii) All members of staff are expected to report all significant hazards to the Headteacher/or person nominated who will deal with the matter promptly.

#### **4.2.3 REACTIVE MONITORING**

- i) Looks at incidents, accidents and occupational ill health through investigation and analysis of statistics, including investigating complaints.
- ii) All accidents involving serious injury will be investigated as accidents can or may result from failures in health and safety management. (Complete the current IRF Report Form).

Injuries and cases of ill health;	
Damage to property;	
Incidents (including those which have potential to cause injury, ill health);	
Any hazards;	
Weaknesses or omissions in performance standards.	

**4.2.4** The information from active and reactive monitoring is evaluated by the Headteacher to ensure that the appropriate remedial action is taken.

- The adequacy and relevance of monitoring/inspection systems;
- The reviewing process and the ability of the organisation to learn from experience.

## **PART IV SUPPLEMENTARY SECTION**

### **5. CONCLUSION**

It is the responsibility of everyone to make these arrangements work. This will ensure as far as reasonably practicable that the working life of everyone is accident free.

- 5.1.1** If an improvement or prohibition notice is served by an enforcement officer (e.g., HSE Factory Inspector) or Environmental Health Inspector), the Headteacher should immediately advise the Chair of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.
- 5.1.2** Any member of staff noticing a failure to comply with this statement or Organisation and Arrangements or other advice/guidance issued by the LA or Headteacher in pursuance of the health and safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to restore the matter they should then report to the appropriate Service Group of the LA.
- 5.1.3** Hazardous situations should also be reported immediately and the same procedure followed.
- 5.1.4** Suggestions by any member of staff to improve standards of health and safety are welcome by the Headteacher.

### **5.2 REVIEW**

A review of the organisation and arrangements, particularly those in parts II and III will take place each year in time for the commencement of the new academic year.

**Review Date:** May 2027

Appendix 1

**BADSWORTH CE J&I SCHOOL – Health and Safety Audit**

Date of Risk Assessment:

Completed By:

<u>Area</u>	<u>Description</u>	<u>Action</u>	✓

# Fire Evacuation Site Plan

