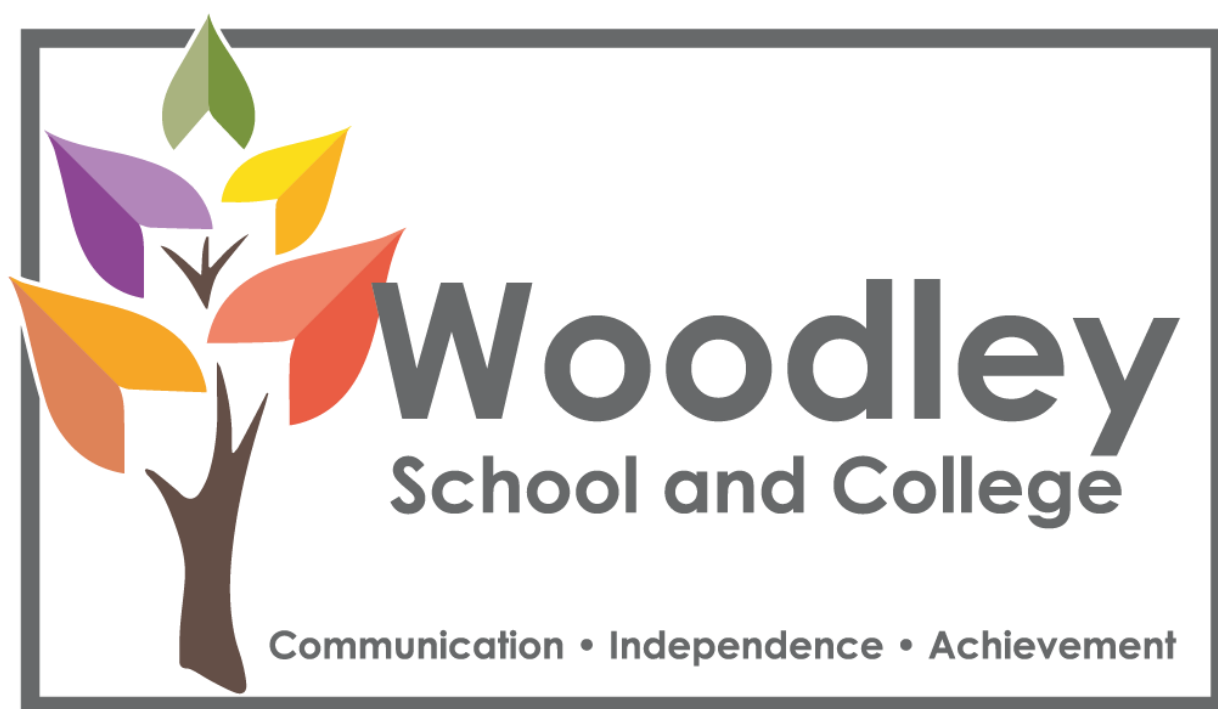


Health and Safety Policy



Policy Owner	Ann Seed
Policy Category	Statutory
Statutory website publication	Yes
Approved by	Governing Body
Date approved	29/01/2026
Next review	29/01/2027

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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 Woodley School and College as a community special school the employer is the Local Authority (LA).

The policy has three parts:

- | | |
|--------|--|
| Part 1 | Health and Safety Policy Statement |
| Part 2 | Organisation and Responsibility |
| Part 3 | The detailed arrangements & procedures in place for Health, Safety and Welfare |

The School's Health and Safety Policy is in addition to the DCYP Health and Safety Policy which can be found on the Kirklees Business Solution site here -

<https://secure2.sla-online.co.uk/v3/Resources/Page/27821>

Part 1 Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc Act 1974, this school's Governing Body will ensure as 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 are 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 to others
 - A healthy working environment is maintained including adequate welfare facilities
4. In addition to the above the school will ensure that as 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.

Signed:

*Adrian Sugden, **Headteacher***

Date: 29/01/2026

Signed:

*Yvonne Johnson, **H&S Governor***

Date: 29/01/2026

Signed:

*Ruth Hobson, **Chair of Governors***

Date: 29/01/2026

Part 2 Organisation and Responsibility

Information on organisation for health and safety and the responsibilities of key people within the school. Overall responsibility for health and safety in schools' rests with the employer of our designated:

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	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 entirety. (Schools, however, may wish to write their own health and safety policy)

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

Head Teachers must plan 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.

Polymakers, Planners, Implementers, Assisters and Employees in schools:

	Polymakers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept.				
Teachers				
Managers				
Business Manager				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Caretakers				

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Responsibilities of Policy Makers, Planners, Implementers and Employees within the Policy

Policymakers	
School Governors Headteacher H&S Committee School Leadership Team	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the school's health and safety management systems. Ensure that health and safety matters are considered 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 as appropriate and take action 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.

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Planners	
Headteacher Members of the School Leadership Team (SLT) School Governors (GB) Governor for Health and Safety (H&S) 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 of the 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 function 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.

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- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP H&S 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 accordingly.
- Ensure that regular premises H&S Inspections are carried out, (this duty may be delegated to other members of school staff). Generic premises inspection checklists 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).
- 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 conducted 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.

The school has a well establish **Health and Safety Committee** which meets regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. It is recommended that H&S is a standing agenda item in school meetings.

An annual report to the Governing Body outlining achievements against the H&S plan should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Headteacher (also Policymaker, Planner) School Leadership Team (also Planners) Heads of Department (who may also be Planners) Teaching Staff [Including supply teachers] Managers Premises Manager Teaching Assistants Learning Support Staff Admin Staff Assistant Caretaker	Ensure that workplace precautions and safe systems of work are developed/ implemented 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 Kirklees Council / DCYP and those developed within school.
- Demonstrate commitment to the management of health and safety by:

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- 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, feeding back 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 conducting 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. Business Solutions).
- In addition to the above, teaching staff are responsible for the health and

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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.

- Teaching staff will ensure that all activities undertaken off site are risk assessed using EVOLVE and that compliance of such risk assessments is adhered to at all times by everyone in attendance during the activity. Any deviations for emergency situations must be reported to the Headteacher immediately.

Premises Managers (Business Manager/Caretaker)

In addition to the responsibilities above, Premises Managers have specific duties. These are:

- 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.
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- 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.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- 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.
- 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.
- 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.
- Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan'.
- Ensuring that adequate systems are in place for the control of legionella and excessive water temperatures.

- To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

Employees [including temporary, supply & volunteers]

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 on general matters affecting the health, safety and welfare of employees.
- To carry out workplace health, safety and welfare inspections.
- To attend any safety committee meetings.
- To co-operate with employers in promoting health and safety at work.

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

Part 3 Detailed Arrangements and Procedures

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

Minor incidents are recorded on CPOMS for students and the Woodley Service Portal for Staff/Visitors etc. by sufficiently trained first aiders. In addition there are appointed certified First Aid at Work and Paediatric trained staff within school. All first aid incidents are logged through the Local Authorities portal which are then reviewed by the Health and Safety Team, they then report anything required under RIDDOR. The head teacher will initiate any required investigations. Further guidance is available through Kirklees Business Solutions.

2. Asbestos

The BM is responsible for the Premise Asbestos Management Plan (PAMP). The file can be found in the school office and the BM, admin staff and caretakers ensure contractors have sight of and sign the plan prior to starting any work on the premises. Instruction has been given to staff not to drill, affix or move anything with regards to walls/ceilings/floors without first obtaining approval from the BM/Caretaker who will check the plan and co-ordinate any works accordingly via the Woodley Service Portal. Staff should report any damage to asbestos materials immediately to the school office and follow emergency procedures. Any concerns or works required is raised and discussed with the Corporate Asbestos Team to ensure required processes are followed for safe removal, etc.

3. Contractors

When managing own projects, school will consider how contractors are selected (e.g. members of CHAS (Contractor Safety Assessment Scheme) or other members of SSIP (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, nominate person(s) responsible for monitoring contractors working methods, issue Permit to Work, and identify the project manager. Staff should report any concerns to the Head Teacher. When the project is through the LA the school should liaise with the School's Asset Management Officer on 01484 225248 and/ or School's Asset Maintenance Team on 01484 221000.

4. Curriculum Safety (including out of school learning activity/study support)

Teaching staff should undertake risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g., Interactive Whiteboards, Cooking or Science Equipment. All staff undertake the Food Hygiene e-learning module through The National College. Generic risk assessments are in place for the control of safety in specific subjects such as PE, Science, Technology/CDT. Specification of staff qualification requirements to teach certain activities should be recorded. Staff should refer to any health and safety publications adopted by the school and be familiar with these. Any off-site activities should be requested/recorded through EVOLVE in a timely manner.

5. Drugs & Medications

Care Plans, parental requests for medicines to be administered, specifically trained staff appointed, secure storage arrangements with fridge provision as required and appropriate recording administration are all in place. Please refer to the school's Medication Policy and Kirklees Council's Policy on Supporting Pupils at School with Medical Conditions

6. Electrical Equipment (fixed & portable)

Staff should visually check electrical equipment before every use, reporting any issues on the Woodley Service Portal as soon as possible. Thorough examination by a competent person is undertaken annually for portable appliances and five yearly for fixed equipment, records of inspection are held in school. Staff/Visitors are asked not to bring personal items to school. The school kitchen is inspected through Kirklees Catering Department and the cleaner's equipment is inspected by Kirklees Caretaking and Cleaning Department in line with the above.

7. Fire Precautions & Procedures (and other emergencies incl. bomb threats and lockdowns)

The Premises Manager is responsible for undertaking and reviewing the annual fire risk assessment, ensuring practice drills are planned accordingly, procedures are followed, staff with special responsibilities e.g. fire marshal etc. are in place, assembly points identified, maintenance of fire exits/escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc. in accordance with Kirklees Fire Safety team and the provided log book. The school's Normal Operating Procedures and Emergency Action Plan (NOP & EAP) is also reviewed annually.

8. First Aid

Names and locations of trained appointed first aid staff are displayed, location of first aid boxes are available in every classroom and other key rooms. Each first aider is responsible for the checking & restocking in their area. The office staff, emergency first aider or a member of SLT will call for an ambulance if required. A member of staff will be allocated at the time if required to accompany children to hospital. The office will arrange cover in the event of absence. Our nominated first aid lead will ensure appropriate training of first aiders and stock levels. First aid staff members meet on a half termly basis. All staff undertake the First Aid e-learning module through The National College for basic knowledge to deal with minor injuries in line with the 'First Aid Incidents - Who can deal with what guidance sheet'.

9. Gas Safety

Annual gas safety checks are undertaken by a trained and competent engineer through our Planned Preventative Maintenance (PPM) buyback, all records and certification is sent through to school when complete.

10. Glass & Glazing

All glass in doors and side panels should be safety glass, all replacement glass to be of safety standard.

11. Grounds - Safety/Security

Access/egress to school is controlled by an airlock gate system operated by staff fobs or intercom for visitors with CCTV coverage, these are checked and maintained regularly. An annual maintenance regime for the grounds is in place and subjected to regular checks. Site security consists of keeping doors/gates shut with some being fob/keypad/key controlled. Controlling visitor access around school, signing in, wearing of appropriate lanyards/badges and accompanying where required are done through the school office to meet safeguarding.

12. Hazardous Substances (COSHH)

The BM is responsible for the selection and use of required substances by school staff and ensuring safety data sheets, risk assessments, staff training in safe use, provision of personal protective equipment and storage arrangements are in place. Kirklees Cleaning Services who undertake our cleaning have their own policy and procedures along with all the above for their staff and copies of paperwork etc. are available within the cleaners' storerooms in school. Similarly, Kirklees Catering have their own policy and procedures and this is kept in the school kitchen.

13. Health and Safety Advice

All staff undertake the Manual Handling e-learning module through The National College and can raise any concerns with the H&S Competent Person or Responsible person at any time. Health and safety advice is available from Kirklees Council's Group Safety Advisors on 01484 221000 or School's Asset Management Team on 01484 225248.

14. Housekeeping (Storage, cleaning & waste disposal)

School has sufficient and safe storage systems. All staff undertake the Data Protection/GDPR e-learning module through The National College. The premises are kept clean and minimise accumulation of rubbish through general waste and recycling bins around school. Suitable arrangements are in place with cleaning staff for wet floor cleaning to minimise risks of slips. Provisions for the safe disposal of glass and other sharp objects are via the sharp's bins. Snow shifting within school grounds is undertaken by the caretaker, in heavy snowfall the local authority will clear the pedestrian pathways into the main school entrance and kitchen. An external skip/bin is located to the rear of the building and emptied when required. Waste electrical appliance disposal/recycling arrangements in accordance with WEEE regulations and a bin located to the rear of the building. Clinical waste is managed by our contractors with regular collections and waste transfer notes being provided for our records.

15. Handling & Lifting

A manual handling risk assessment is in place and reviewed annually. All staff undertake the Manual Handling e-learning module through The National College. Specific training for staff working with specific children is carried out by a Kirklees Council representative should we need it. Suitable trolleys are provided if handling/lifting is required.

16. Jewellery

The expectation of both pupils and staff is that jewellery is kept to a minimum and

only small ear studs are worn. No facial piercings, dangling jewellery, such as necklaces, big rings, bracelets, etc. that pupils may pull on are to be worn.

17. Lettings/shared use of premises

We do not participate in any lettings or shared use of our premises.

18. Lone Working

A generic risk assessment is in place and in line with Kirklees Council regulations.

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

Pressure systems, including boilers and heating systems, are undertaken in accordance with their specifications. Gas soundness is also undertaken every 5 years through PPM buyback.

Portable appliance testing is undertaken annually, and fixed wire testing is undertaken every 5 years through PPM buyback.

Fire alarm including smoke detection, emergency lighting, fire extinguishers, panic alarms, etc. are undertaken either by the caretaker or through a competent engineer arranged through PPM buyback.

Playground play and PE equipment is checked annually by an external company. The kiln is serviced by a competent engineer annually.

Furniture (internal and external) is checked daily by staff and any issues/faults reported to the caretaker via the Woodley Service Portal.

Tools/equipment are checked on every use and maintained by the caretaker.

Requests for new equipment are put through the Woodley Service Portal for approval and appropriate selection with reputable companies.

20. Monitoring the Policy and results

The policy is reviewed, shared and signed by all staff annually. The H&S Governor visits half termly to undertake a H&S visit in school with the Premises Manager and if required the Headteacher which includes an inspection of the premises. The school's H&S performance is measured and reported upon in the Resources Committee and to the full Governing Body.

21. New & Expectant Mothers

When notified the Headteacher will undertake a maternity risk assessment with the expectant mother, this is then reviewed monthly, but this can be different dependent upon their health/needs. This is recorded on their personal file with a copy given to the staff member.

22. Noise

Currently no noise is cause for concern at school.

23. Poster on Health and Safety Law

The Premises Manager is responsible for ensuring this poster is displayed and kept up to date. A copy is by the main entrance of each site.

24. Personal Protective Equipment (PPE)

A suitable selection of equipment is provided for staff undertaking activities such as first aid, showering, toileting/nappy changing, and minor cleaning tasks based

upon the risk and/or COSHH assessments. Cleaning and catering staff have their equipment provided through Kirklees Council.

25. Reporting Defects

Minor repairs and maintenance required should be recorded by all staff on the Woodley Service Portal, these are then actioned by our caretakers or if required via an outsourced suitably trained contractor or by a competent engineer through Kirklees Council buyback services. ICT issues are addressed by our Senior Technician Manager (Network & ICT).

Major issues should be notified to the office or BM immediately in person, by walkie-talkie or phone.

26. Risk Assessments

SLT or colleagues with specific areas of responsibility are to ensure risk assessments are undertaken/in place for all activities/areas, this includes the use of Kirklees Council's standard templates which are adapted for us at Woodley and reviewed annually. These are readily available to staff and any new versions shared accordingly. The headteacher undertakes those relevant to new and expectant mothers. Teachers undertake and complete class/pupil specific Risk Assessments. Student Risk Assessment are put in place by the PBS team as and when required.

27. Signs and Signals

Signage is in place and compliant with current requirements.

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

Staff complete an EVOLVE application for all off-site trips, these are then reviewed by the EVC and sent to the headteacher for approve/rejection. Parental authorisation for off-site trips is requested and recorded for each pupil. EVOLVE is monitored by the Local Authorities Emergency Planning Team.

29. Occupational Health (Stress and staff Well-being)

All staff undertake the Stress Awareness e-learning module through The National College. Employee Healthcare provide a variety of support and wellbeing benefits for staff along with elements of advice, support and service for SLT. In addition there are similar support services available through Education Mutual, our absence insurance cover provider. School has a Wellbeing Group that meet half termly and nominated Mental Health First Aiders. In addition, other wellbeing activities take place weekly such as tea and chat, yoga, etc.

30. Other School Buildings

Woodley School and College have 2 satellite provisions:

Blossom within The Byram Arcade in Huddersfield Town Centre since November 2023 through a lease agreement. This provision will provide life skills/enterprise opportunities primarily for our College students aged 16-19yrs during school hours. Woodley Moor at Crosland Moor since November 2024 through the Corporate Asset Management team. This provision is for our primary students.

All elements of H&S will be followed and in place with the support of the local authority.

31. School Transport (e.g. minibuses)

We have nominated and suitably checked members of staff with the relevant license requirements. All drivers have a responsibility to check the vehicles before and after use, reporting any issues or any faults noted whilst driving to the office and ensuring the vehicles have enough fuel/power. The minibuses are owned/leased and are serviced/inspected accordingly. Staff to pupil ratios are considered and factored in when on the minibuses.

The Local Authority School Transport Team arrange to and from school travel for our students liaising with our Children & Families Manager.

We also use buses provided by Kirklees Council for school swimming lessons.

32. Smoking

The school has a non-smoking policy and smoking, including the use of e-cigarettes/vapes, is not permitted anywhere on school grounds.

33. Staff Consultation and Communication

Staff are requested to highlight any H&S concerns immediately to the Premises Manager or Headteacher. Any important messages are sent out to staff by email. Major issues are highlighted to the Headteacher to investigate and discussed at the Resource Committee. Governors come into school to review H&S half termly.

34. Supervision (including out of school learning activity/study support)

Staff to pupil ratios are pre-planned for each class based on the pupils needs/activities/funding. Staff complete an EVOVLE risk assessment factoring staffing ratios' first aiders, medication trained staff, etc. before going off site.

35. Swimming Pool Operating Procedures (where applicable)

There is no swimming pool on site. Swimming lessons are run at a local leisure centre which is run and organised by Kirklees Active Leisure. Additional swimming is sought from Inkerman Pool.

36. Training and Development

New staff are inducted on H&S arrangements by meetings with key members of staff, issued a briefing sheet on H&S, given a tour of the buildings, e-learning courses and 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, caretaker, etc.). All training records are held on file. Supply staff are given a briefing sheet on H&S and given a tour of the buildings as well as being assigned to a class/teacher for the day.

37. Display Screen Equipment (DSE)

Staff who have significant use of DSE undertake e-learning and complete an assessment of their workstation(s) and discuss this with their line manager. Any equipment required for DSE purposes will be provided on an individual need basis. Workstation Assessment can be arranged through Employee Healthcare for more specialised support in equipment and setup. All staff are made aware of arrangements for eyesight testing and are asked to ensure future issues or concerns should be raised with their line manager.

38. Vehicles on Site

School has parking but spaces are limited and on a first come first served basis, the majority of spaces are available to staff but there are some dedicated spaces for visitors, those with a disability and a parent/carer drop off/pick up zone. Staff are to notify the office of their car details to hold on our records for any issues with parking. Staff are able to take out an insurance with Kirklees to cover them in the school car park, T&Cs apply. No parking is allowed on the driveways to ensure safe access/egress for those on foot and emergency vehicles. Transport procedures are in place between 8.45 – 9.15am and 2.30 – 3.15pm.

39. Violence to Staff

Woodley School and College is a Kirklees Local Authority aspirational, inclusive and outward looking special school in Huddersfield for children aged 5-19 with complex autism, they can often exhibit challenging behaviours. Staff receive training to better understand the children and in positive handling, support is available from nominated staff in school. All incidents of verbal & physical violence are recorded on Sleuth. We also refer to the Kirklees Violence at Work Policy/Guidance.

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 can be undertaken if required, currently this does not apply.

41. Welfare

We aim 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. A quiet space and first aid room are available for staff if required after an incident.

42. Working at Height

Restrictions are in place on staff using steps and ladders, only trained members of staff can use these and is responsible for inspecting and recording checks on access equipment. Contractors are to bring and use their own equipment for working at height. Mobile kick step stools are provided for accessing low height shelves cupboards for staff if required/appropriate.

43. Waste Management

The main school skip is emptied by Kirklees Council waste management. Recycling of paper, card, plastic is co-ordinated with Kirklees but we are working with Kirklees to implement the Separation of Waste (England) Regulations 2025 for recycling. A contractor empties and manages out hygiene facilities and sharps bins are used and disposed of accordingly for needles/sharps, etc. External companies provide WEEE recycling and confidential shredding.

44. Water Quality/Temperature/Hygiene

Water Quality is by a competent contractor through Kirklees Council buyback services, all records are kept onsite in the logbooks.

45. Work Experience

Arrangements are in place for work experience, student placements, etc. with the relevant training requirements, induction and supervision through risk assessment and service level agreements with their providers.

Links with other policies

Policies dealing with other forms of Health and Safety include:

- DCYP H&S Policy
- Fire Safety Policy
- Manual Handling Policy
- Medication Policy
- Risk Assessment GN03
- Corporate Asbestos Management Policy (CAMP)
- Premises Asbestos Management Policy (PAMP)
- Control of Substances Hazardous to Health (COSHH) GN21
- Personal Protective Equipment (PPE) GN35
- Display Screen Equipment (DSE) GN06
- Work at Height GN26
- Accident, Incident or Near Miss Reporting and Investigation GN01
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) GN37
- First Aid at Work (FAW) GN09
- Invacuation including Lockdown Guidance
- Fatal-Serious Incident Protocol
- Normal Operating Procedures and Emergency Action Plan
- Health and Safety (Safety Signs and Signals) Regulations.