



Health and Safety 2025-2026



Health and Safety Policy

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1.0 Statement of Health and Safety Policy: General Policy Statement

Members of the Governing Body and the Principal of Penistone Grammar School accept their responsibilities under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and realises the importance of placing health and safety as an overriding priority within the school.

This policy incorporates the Corporate Health and Safety Policy of Barnsley Metropolitan Borough Council and supersedes the previous policy.

BMBC are responsible for the functioning of the premises as a school with regard to education provision and AMEY are responsible for all aspects of the school with regard to non-education functions.

It is the policy of this school that its activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health and safety and welfare of all its employees, students and visitors.

In particular the Principal will ensure so far as is reasonably practicable, that hazardous areas are identified and the risks assessed, to use safe methods of working and to provide safe equipment, articles and substances and a healthy working environment.

The Governors and management of this school will give the highest possible commitment to ensuring the health, safety and welfare of our employees, students and visitors and treat health, safety and welfare as a priority issue.

The law states that every employee has a duty to look after their own health and safety whilst at work and that of others who might be affected by their work. The governors require employees to recognise and accept this responsibility and the duties imposed on them by this policy.

Employer/Employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 will be encouraged.

A copy of this policy will be made available to all employees via shared network drives and/or the intranet.



2.0 Statement of Health and Safety Policy: Statement of Safety

The Governing Body and Principal will take all reasonably practicable steps to ensure the health, safety and welfare of all employees, students and visitors and those employed by the AMEY consortium.

The arrangements outlined in this statement and the various other safety provisions made by the governing body aim to prevent accidents and ensure safe and healthy working conditions. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school premises or whilst taking part in school-sponsored activities.

To implement this policy, the Governing Body and Principal will ensure that they are familiar with the requirements of the Health and Safety at Work, etc Act 1974 and other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999. In fulfilling the requirements, they will so far as is reasonably practicable:

- a) devise and maintain systems of work that are safe and without risks to health; provide and maintain plant and equipment it owns which is safe and without risks to health;
- b) devise and maintain arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- c) provide such information, instruction, training and supervision as is necessary to ensure that staff and students can perform school-related activities in a healthy and safe manner;
- d) undertake to receive training as is necessary to ensure that the Health and Safety Policy is implemented and monitored;
- e) provide and maintain an environment that is safe and without risks to health and takes into account the welfare of employees
- f) carry operations under its control on school site in such a manner that it protects members of the general public, students and visitors and both its own employees and non employees working on the school site, from any health and safety risks;
- g) seek the advice and guidance of the Authority on Health and Safety matters as necessary;
- h) ensure that no modifications to the building, plant or equipment are undertaken without the guidance of the Authority and in consultation with Modern Schools (Barnsley) Ltd;
- i) provide lines of communication for dealing with health and safety matters in the school premises and between all relevant parties

2.1 Safety Objectives

- i) To prevent all injuries so far as is reasonably practicable.
- ii) To promote occupational health and hygiene, and to control all situations which are likely to cause damage to property and equipment

3.0 Statement of Safety Organisation

The school's arrangements for carrying out the policy includes ten key principles.

1. Place duties on the Governing Body of the school.
2. Place individual duties on all employees, especially the Principal, supervisory staff and other specialist employees.
3. To investigate accidents which cause injury to employees, students or visitors.
4. Encourage all employees in their responsibilities to report hazards which are likely to cause injury.
5. Give training to all employees in their responsibilities in the safety organisation. Give specialist training to enable employees to recognise hazardous situations, and to enable employees to make risk assessments of hazardous situations.
6. Give specific training to employees who are:
 - i) new entrants;
 - ii) changing their occupation within the school;
 - iii) being engaged on new processes or are required to operate unfamiliar equipment;



- iv) existing employees with poor safety performance standards.
- The training will have the objective of ensuring that employees are operating at the required performance standard without risks of injury to themselves and others.
7. Provide advice and backup facilities from the Corporate Health, Safety & Emergency Resilience Service, School Advisors and Assistant Executive Director – Children’s Services.
 8. Provide safe systems of work, codes of safe working practice and procedures and risk assessments.
 9. Provide lines of communication for dealing with health and safety matters in the school premises and between all relevant parties including AMEY.
 10. Prepare a structured management scheme which will indicate the responsibilities of employees with regard to Health and Safety.

4.0 Duties

4.1 The Governing Body

To be responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all council employees, contractors, students and members of the general public working within or visiting the school premises, together with those employed by the AMEY consortium.

The Governing Body will ensure that the functions listed below are carried out:

- a) that there is an effective and enforceable policy for the provision of health and safety throughout the school, including a signed declaration of the Governing Body's commitment to the safety of the school premises for persons employed there or those who may be affected by the school's activities;
- b) make a commitment to allocate adequate resources to implement the policy;
- c) organisational details are drawn up to implement the policy, including the identification of key persons and their specific responsibilities;
- d) implement the health and safety policy by setting health and safety objectives and promoting a positive view of health and safety;
- e) arrangements are made within the school, to implement the policy, including standards to be met and procedures to be followed;
- f) establish and maintain an effective communication system on health and safety matters between Governing Body and School Management Team and AMEY;
- g) all levels of staff receive adequate and appropriate information, instruction and training in health and safety matters;
- h) periodically assess the effectiveness of this policy through a monitoring regime and ensure that any necessary changes are made to its implementation;
- i) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- j) provide reports on health and safety matters to Education Services and to parents;
- k) make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in school;
- l) make the First Aid Policy available to staff;
- m) to act upon advice and guidance from the Authority in formulating policies and practice for the school;
- n) ensure that modification to buildings, plant or equipment are not undertaken without the guidance of the Authority and in consultation with Modern Schools (Barnsley) Ltd;
- o) monitor the dining area to ensure it is a safe area and if weaknesses are identified inform the helpdesk/AMEY accordingly;
- p) ensure that supervision, training and instruction is provided so that all staff and students can perform their school-related activities in a healthy and safe manner;
- q) ensure an appropriate number of governors receive training on health and safety in order to monitor the schools performance;
- r) ensure adequate welfare facilities are provided for employees.



4.2 The Principal

The Principal has responsibility for the development of safe working practices for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Principal will take all reasonable steps to achieve this through the involvement of all staff at the school.

The Health and Safety functions to be carried out by the Principal are to:

- a) ensure any operational health and safety assurance procedures, operational health and safety monitoring standards, health and safety instructions and relevant codes of practice etc. issued by the Authority, are understood and put into practice;
- b) implement the Education Service operational health and safety assurance monitoring programme;
- c) ensure they are familiar with and comply with the appropriate legal requirements concerning the health, safety and welfare of all staff, students and others affected by the school's activities and ensure that advice on their management of health and safety is obtained from the Authority;
- d) ensure that risk assessments are undertaken and subsequently operational safety assurance procedures are devised, implemented and adhered to;
- e) ensure that all levels of staff are adequately informed, instructed, supervised and trained in health and safety matters and encourage all staff to suggest ways and means of improving health and safety;
- f) ensure that any defects in equipment owned by school that may affect the health and safety of staff, students and others are made safe without delay;
- g) take appropriate action with regard to any of their employees who fail to carry out any health and safety duties assigned to them, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions;
- h) investigate any accident in conjunction with the Corporate Health, Safety and Emergency Resilience Service and to ensure the appropriate accident report is completed and forwarded to the Authority;
- i) ensure that all incidents involving Violence and Aggression towards staff are reported to the Authority;
- j) promote and help develop healthier and safer working practices;
- k) ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable;
- l) ensure, so far as is reasonably practicable, that school services do not endanger the general public;
- m) ensure that appropriate action is taken to implement any recommendation made by HM Inspectors of health and safety, fire prevention officers and similar law enforcement officers;
- n) liaise with and provide information to safety representatives and deal with matters arising from any reports submitted;
- o) ensure that appropriate action is taken to implement any recommendation made by HM Inspectors of health and safety, fire prevention officers and similar law enforcement officers;
- p) liaise with and provide information to safety representatives and deal with matters arising from any reports submitted.

4.3 Associate Vice Principals, Vice Principal, Director of Business Development, Assistant Principals and Curriculum Area Leaders



- a) These persons will be responsible for co-ordinating procedures for ensuring the health, safety and welfare of staff, students and others within school as determined by the Principal.
- b) All staff will be made aware of those health and safety matters to be dealt with by this person.

4.4 All Members of Staff

All employees must comply with the requirements listed below:

- a) take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions;
- b) be familiar with the safety policy and all safety regulations;
- c) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students;
- d) co-operate with their employer to comply with statutory duties for health and safety;
- e) use correctly and safely any work item provided by the School in accordance with the training and instruction given;
- f) familiarise themselves with the health and safety aspects of their work and avoid conduct which would put them or anyone else at risk;
- g) understand their responsibilities under the relevant provisions of the health and safety legislation, and to ask for advice and guidance when in doubt;
- h) report any defects in the premises, plant, equipment and facilities which they observe;
- i) report any accident or incident that may cause injury to a person or damage to plant or property and where applicable with completion of the appropriate form;
- j) report all incidents of aggression and violence carried out by parents and/or members of the public;
- k) attend courses of training appropriate to their employment and act on instruction and training provided to enable them to work safely;
- l) know and be able to implement the emergency procedures in respect of fire, bomb scare and first aid including emergency procedures for accidents out of school hours;
- m) prevent activities from going ahead if safety measures and safe working procedures are not available;
- n) ensure that protective clothing, guards, special safe working procedures etc are made available and used where necessary in the correct manner;
- o) be aware of the role of the school's Health and Safety Representative;
- p) plan any external visits in accordance with Authority Guidelines on Organising School Visits and Journeys.

4.5 Contractors

- a) All contractors who work on school premises who are employed by the school must have been assessed and approved by the 'Contractors Health and Safety Assessment Scheme'(CHAS)Standard.
- b) It will be a condition for all contractors to be familiar with the school's Health and Safety Policy and comply with all safety directives of the governing body. They should understand their responsibilities in relation to health and safety.
- c) Modern Schools (Barnsley) Ltd and AMEY will be responsible for ensuring that contractors employed by them are competent to undertake the work.
- d) Contractors should ensure safe working practice by their own employees and must pay due regard to the safety of all persons using the premises.
- e) In instances where the contractor creates hazardous conditions and refuses to eliminate them, or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in care from risk of injury. This may involve liaising with Modern Schools (Barnsley) Ltd and AMEY.



5.0 Arrangements for Health and Safety

- 5.1 Accidents and Incident Reporting and Investigation
- a) Penistone Grammar School has a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression.
 - b) All student accidents are to be reported in accordance with the First Aid and Medical Needs Standard Operating Procedures. All information and guidance on accident reporting can be found on the Staff Intranet > Organisation and Support > Health & Safety under the 'Report an Accident' section.
 - c) Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the Principal, Vice Principal, Associate Vice Principals, Assistant Principals or Curriculum Area Leaders with the Assistance of the School Health and Safety Advisor. If necessary, the Council's Health, Safety and Emergency Resilience Service will provide assistance in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.
 - d) Reporting of all accidents to AMEY employees and visitors relating to the management of the premises will be the responsibility of AMEY as will the investigation of them.
- 5.2 Codes of Practice and Safety Rules
- a) The Education Health and Safety Committee will approve (where necessary) codes of practice for observation of safety requirements in the school.
 - b) The Department for Education and Skills (DFES), the Health and Safety Executive and other regulatory or advisory bodies issue codes of practice on particular topics for the guidance of the Principal and others who are in control of educational premises, who will incorporate such codes into their health and safety procedures.
- 5.3 Consultation Arrangements
- a) The school is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
 - b) The school will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.
 - c) Such consultation is to take place, where practicable, using existing procedures and in good time, to ensure effective consultation on matters which affect the employees represented by the safety representatives/representatives of employee safety concerned.
- 5.4 Contractors
- a) The Principal will ensure that all contractors appointed by them are competent to undertake the task. The Corporate Health, Safety and Emergency Resilience Service maintain a database of all contractors who have been assessed and approved to the 'Contractors Health and Safety Assessment Scheme' (CHAS) standard or Safety Schemes in Procurement (SSIP). All contractors must be registered and approved on this scheme before work commences unless the Corporate Health, Safety and Emergency Resilience Service consider that another form of assessment is appropriate with regard to the circumstances.
 - b) Contract work involving occupied premises carries a dual responsibility. The Principal when organising such work will ensure there is effective liaison between themselves and the contractor. It may also be necessary to provide information to Modern Schools (Barnsley) Ltd. All parties involved should understand their responsibilities in relation to health and safety.
 - c) Contract work organised by Modern Schools (Barnsley) Ltd or AMEY will require effective liaison between themselves, the contractor and the Principal. All parties involved should understand their responsibilities in relation to health and safety.
- 5.5 Display Screen Equipment (DSE)
- a) The school is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.



- b) The Council's Health, Safety and Emergency Resilience Service have produced a document detailing the provision of workstation assessments accompanied by guidance notes, both of which are available on shared drives and/or staff intranet. The school will undertake DSE Risk Assessments in accordance with the guidance notes.

5.6 Educational Visits and Journeys

- a) The Principal will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits.
- b) The Principal will ensure that approval is sought from the Governing Body and the Authority for those visits requiring such approval.

5.7 Electrical Appliances

- a) The school is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- b) AMEY are responsible for maintaining all portable electrical equipment except from those owned by the Principal. The Principal will ensure that all portable electrical equipment owned by the school is maintained, this could be done via AMEY engaging competent persons as required by the Electricity at Work Regulations 1989. The testing will be undertaken on an annual basis.
- c) The Principal will ensure that all staff are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported.
- d) Last and next due test dates are displayed on the individual appliance being tested. The Principal will also retain back-up records obtained from the competent person who conducted the testing on appliances owned by the school.

5.8 Emergency Preparedness

- a) The school is committed to delivering the requirements of the Home Office Guidelines with respect to emergency preparedness within Local Authorities.
- b) The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - Save life
 - Prevent injury
 - Minimise loss

This sequence will be agreed by the governing body and be regularly rehearsed by staff, students and employees of AMEY. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

5.9 Fire and Emergency Arrangements

- a) The Council's Health, Safety and Emergency Resilience Service in association with Modern Schools (Barnsley) Ltd will undertake a fire risk assessment for the school as required by the Fire Precautions (Workplace) Regulations 1997. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- b) The Principal and Executive Director will ensure that an Emergency Evacuation Plan is developed and kept up to date with current arrangements for all types of emergencies in school. These are available to staff on Microsoft Teams.
- c) The Principal and Director of Business Development must ensure a termly evacuation drill of the school premises, in consultation with AMEY. All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures. Evacuation drills will be recorded in the Premises Fire Log Book by AMEY.

5.10 First Aid

- a) The School is committed to providing first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981.



- b) The School will ensure that there is an up-to-date First Aid Needs Risk Assessment and that the appropriate number of first aiders are appointed and trained as determined by the risk assessment.
- c) First Aid procedures for AMEY employees and visitors relating to the management of the premises are the responsibility of AMEY. Although in the absence of a AMEY First Aider the school recognise they have a duty of care to AMEY employees and would administer first aid accordingly.

5.11 Hazardous Substances (COSHH)

- a) The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986.
- b) The Council's Health, Safety and Emergency Resilience Service will process any request for a COSHH assessment and arrange for the substance/process to be assessed by the Council's specialist consultants. This completed assessment shall then be returned with the recommended precautions for use including any details of personal protective equipment required to be worn whilst using the substance. The Health, Safety and Emergency Resilience Service have established and maintain a database of all substances that have been COSHH (risk) assessed.
- c) Any substance/process, which is hazardous to health, shall be adequately assessed before purchasing the substance or allowing a process to start. In addition, each department will be required to keep an up-to-date inventory of the products they use.
- d) The Principal will ensure that COSHH assessments are made available and to staff via the shared drive which is accessible by all staff.

5.12 Health Surveillance and Occupational Health

- a) The School is committed to providing an Occupational Health service for its employees. This service will promote and maintain the highest degree of physical, mental and social wellbeing for workers in all occupations. It will undertake to protect the workers from factors adverse to their health.
- b) The Occupational Health Service provider is responsible for providing adequate health surveillance as required by the Management of Health and Safety at Work Regulations 1999 to those employees who are exposed to hazards.
- c) The Principal will identify staff who they feel may need referring to the OH Provider.

5.13 Information, Instruction and Training Arrangements

Health and safety information, instruction and training form an integral part of the overall training within the School. The health and safety information, instruction and training needs of all members of staff will be the subject of periodic review by the Principal and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The Principal will ensure that all health and safety training provided to their staff is recorded.

5.14 Management of Health and Safety

- a. The Governing Body is committed to ensure that a high level of Health and Safety performance is established maintained and promoted throughout the school and will monitor that the Health and Safety policy is being implemented in school.
- b. The School recognises that the Council's Health, Safety and Emergency Resilience Service have and will continue to develop, produce and implement a Corporate Health and Safety Management System that will include Health and Safety Standards and Compliance Score Sheets and set out how the Council will manage health and safety with regard to:
 - (i) Policy
 - (ii) Planning for health and safety (including for hazard identification, risk assessment and risk control)
 - (iii) Implementation and operation arrangements for the policy and occupational health and safety management system



- (iv) Checking and corrective action (including measurement of performance arrangements to ensure that the policy and organisational and planning and implementation arrangements are put into operation, and reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements and is revised if it does not. Performance review and audit also ensure that the other elements adequately provide measures to implement the policy throughout the Council)
- (v) Management review of the holistic management of health and safety
- c. The school will endorse and implement the Council's Occupational Health and Safety Management System and produce operational occupational health and safety management systems (including Management Procedures and Compliance Scoring Standards) .
- d. The School will support the Council in fulfilling its statutory duty to audit the health and safety management system in place at the school and will implement the requirements of the action plan produced, to improve any deficiencies identified in the audit.

5.15 Manual Handling

- a) The school is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- b) The Principal will be responsible for identifying all activities within school premises that involve manual handling and the staff who carry out these tasks as part of their normal working day. They must also make provisions for those staff who carry out manual handling activities on an occasional basis.
- c) The Corporate Health, Safety and Emergency Resilience Service will make available, advisors to assist with manual handling risk assessment.
- d) The Principal's first requirement with regard to manual handling is to avoid the need where reasonably practicable.
- e) Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

5.16 Monitor, Audit and Review

- a) A Health and Safety Management Forum has been established and will be maintained to monitor the health and safety performance at each PFI school. Membership consists of all five parties involved in PFI schools and it will facilitate the co-operation and co-ordination of the health and safety arrangements between parties by meeting termly.
- b) The Corporate Health, Safety and Emergency Resilience Service will implement an annual audit of the health and safety arrangements and inspection of the premises.
- c) The audit and inspection incorporate areas of responsibility that lie with Modern Schools (Barnsley) Ltd, the Principal and Governing Body and AMEY.

5.17 Personal Protective Equipment (PPE)

- a) The school is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 2022.
- b) The Principal will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered.
- c) Where the need for PPE has been identified and its requirement is unavoidable. The Principal will follow the guidance and implement the required control measures as referenced in the PPE Health and Safety Standard.
- d) All PPE must be appropriately UKCA and/or CE marked.

5.18 Personal Safety

- a) The School recognises the fact that there are risks to employees in the provision of their services but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.
- b) The Principal is responsible for people, premises and services and will assess, through risk assessment, the risk of aggression, violence or potential violence to students and members of staff and take all reasonably practicable measures to eliminate or reduce the level of risk to their health and safety.



- c) Employees will not go alone into a potentially dangerous situation or unnecessarily put themselves at risk.
- d) The Council will undertake to identify and evaluate systems for keeping a database of premises and persons where and with whom violent incidents may occur, so that employees can more easily be made aware of challenging individuals. The school can access Cautionary Contacts Database via the Health and Safety intranet site.

5.19 Premises Inspections

- a) The Principal will ensure that a termly inspection of the premises, methods of work and all school-sponsored activities is undertaken. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such inspections will be reported to the Governing Body.
- b) Premises inspections will be carried out by AMEY and arrangements for any remedial action or risk control measures from deficiencies and defects be dealt with by either themselves or the appropriate party.

5.20 Risk Assessments

- a) The school is committed to implementing risk assessment procedures to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.
- b) The Health, Safety and Emergency Resilience Service provides a suite of risk assessment templates for occupation groups, premises, activities and operations which can be used and adapted to ensure that suitable and sufficient risk assessments are produced.

5.21 Trainees, Agency Workers and Seconded Workers

- a) The school recognises its responsibilities both as sponsor and managing agents to all its trainees and agency workers. Trainees and agency workers will be afforded the same level of commitment to health and safety as any employee.
- b) The school recognises its responsibilities to all those workers seconded to them or working under the direct or indirect control of them via a partnership or other such arrangement (seconded workers). Seconded workers will be afforded the same level of commitment to health and safety as any employee.

5.22 Visitors and the Public

- a) The school and the Facilities Management Contractor will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on school premises.
- b) All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that they are made aware of such risks.
- c) All parties must ensure that their visitors observe safety rules whilst on the premises occupied by the Authority.

5.23 Work Equipment

- a) The Principal is responsible for all portable equipment needed to deliver the curriculum. The school is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.
- b) Modern Schools (Barnsley) Ltd and AMEY are responsible for maintaining all equipment needed to provide or maintain the PFI school or provide support services to the school operation.
- c) The Principal will ensure that all staff receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are engaged in its use. In addition, they are responsible for ensuring all equipment is registered and maintained.



- d) The school will purchase all equipment and machinery in accordance with the Council's purchasing procedure.
- 5.24 Workplace (Health, Safety and Welfare) Arrangements
- a) Modern Schools (Barnsley) Ltd has overall responsibility for ensuring that the Workplace Health and Safety Regulations and the Education School Premises Regulations are complied with. The school is also committed to maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Health, Safety and Welfare (Workplace) Regulations 1992.
 - b) Advisors from the Corporate Health, Safety and Emergency Resilience Service will carry out a formal inspection of the premises. Inspections are carried out at least biennially and any issues identified by the Health, Safety & Emergency Resilience Advisor will be presented to the Headteacher/Manager via a Health and Safety inspection report with prioritised actions.
 - c) The Principal is responsible for ensuring that more frequent inspections are carried out (i.e. at least termly) of the area of responsibility depending on the nature of work that takes place.
 - d) AMEY have quarterly inspection procedures in place.
- 5.25 Supporting Students who have a Medical Need
- a) It is recognised that a considerable number of students will at some time have a medical condition that may affect their participation in school activities. For many this will be short term for others it could be that if their conditions are not properly managed it may limit their access to education.
 - b) It is acknowledged that staff in charge of students have a duty of care and that in an emergency action will be taken to safeguard the welfare of the student. Beyond the expectation that emergency action would be taken Teachers' Conditions of Employment do not include giving medication or supervising a student who is self-medicating.
 - c) The Governing Body will implement a policy which outlines the school's arrangements for managing children with a medical need.
- 5.26 Animal Husbandry/Zoonoses
- The school will implement the requirements of CLEAPSS for all animals and insects kept by the Science department.
- 5.27 Building Security
- a) Management responsibility for the PFI school security is shared between the Authority, Governing Body and the Principal, Modern Schools (Barnsley) Ltd and AMEY.
 - b) Modern Schools (Barnsley) Ltd will take ownership of the Building Security Policy for the school which will be distributed to all parties including the school.
 - c) The School recognises its duty to ensure, so far as is reasonably practicable, that children should be able to learn, and that staff should be able to carry out their full range of duties and responsibilities in a safe and secure environment that is free from the threat of crime and violence.
 - d) The school and Governing Body will adhere to Modern Schools (Barnsley) policy which puts into place reasonable and practical measures to safeguard the welfare of students, staff and visitors and reduces the risk of damage to the school buildings and equipment.
- 5.28 Enforcement of Health and Safety
- a) The Council is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken throughout the Council.
 - b) The enforcement agencies applicable are the:
 - i) The Health and Safety Executive
 - ii) Environment Agency
 - iii) South Yorkshire Fire and Rescue Service
 - iv) South Yorkshire Police
 - v) BMBC Environmental Health
 - vi) Any other similar agencies



- c) If the school, is contacted by any of the above agencies the school will complete the 'Contact with Enforcement Officer Record' and return the record to the Health, Safety and Emergency Resilience Service immediately.
- d) Health, Safety and Emergency Resilience Service Advisors have the authority to issue internal prohibition notices. A notice will normally only be issued when the Council's work activities involve, or are likely to involve, a risk of serious personal injury or ill health to council employees, persons in our care, or members of the public.
- e) Internal prohibition notices are issued under executive powers of the Chief Executive, and failure to comply will normally result in disciplinary action.
- f) The Council is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken throughout the Council.

5.29 New and Expectant Mothers

- a) The School recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.
- b) Risk assessments will be reviewed when a woman notifies her manager that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

5.30 Safety Signs and Signals

The School is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

5.31 Stress (Mental Wellbeing)

The school is committed to protecting the health and welfare of its employees. Further information can be found in the School's Unplanned Absence guide. The school provides a confidential employee helpline through Westfield Healthcare which gives access to counsellors who can advise on mental wellbeing issues.

5.32 Driving at Work

- a) The school is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.
- b) The school will ensure that all persons driving vehicles are suitably licensed and insured as appropriate and that the car has been maintained in a roadworthy condition (through an MOT).
- c) The school will ensure that all school owned vehicles are suitably and sufficiently maintained.

5.33 Drugs/Clinical Waste

- a) The school is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002.
- b) The school recognises the increased risk to employees of incurring sharps injuries from discarded drugs waste and does not expect any of its employees to remove or dispose of discarded drugs waste which they may encounter whilst carrying out their duties unless they have received specific information, instruction and training and have the appropriate equipment.
- c) Guidance is available for those who may have to deal with or sustain injury from sharps in the Health and Safety Standard for contaminated injuries.

5.34 Home Working



- a) The school is committed to ensuring the health, safety and welfare of all its employees and all those persons who are affected by its activities. This applies to those persons who may use their home as their 'workplace' and any other persons who may be affected by their activities. This category of persons is known as 'home workers'.
 - b) The Principal will ensure that those persons who are classified as 'home workers' are subject to a home working risk assessment.
- 5.35 Lone Working
- a) The school recognises the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.
 - b) The School recognises the fact that there are risks to employees in the provision of its services but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.
- 5.36 Medical Needs
- a) The school is committed to complying with the Managing Medical Needs in Schools and can seek further advice via their named link School Nurse or the 0-19 Public Health Nursing team (Single Point of Access).
 - b) The Principal will ensure that any pupils within its care which require specific medical care are subject to a health care plan produced in conjunction with parents, health professionals, the Local Authority and any other relevant organisation which provides guidance and advice about arrangements which need to be made to ensure their health, safety and welfare.
 - c) The Principal will ensure that the necessary consent and notification forms and training records are completed and retained should the school allow the administration of medicines on behalf of parents.
 - d) The school shall display a copy of the Public Health Agency's 'Guidance on Infection Control in schools and other childcare settings' poster and will seek additional guidance from Public Health England's 'The Spotty Book' Notes on infectious diseases in Schools and Nurseries.
- 5.37 Mini Bus
- a) The school is committed to complying with best practice guidance regarding the use of minibuses contained in the BMBC Code of Practice.
- 5.38 Physical Education and Outdoor Pursuits
- a) The school will ensure that relevant staff have access to the afPE (formerly known as BAALPE) publication, "Safe Practise in Physical Education & School Sports". PE activities will be carried out in accordance with the guidance.
 - b) All outdoor and indoor PE/adventurous equipment will be inspected periodically (at least annually) by a competent person. The Authority's Parks Services department can advise on the annual inspection of trim trails.
- 5.39 Radiation
- a) The School is committed to implementing procedures to comply with the Ionising Radiations Regulations 2017. These procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.
 - b) All radioactive materials and substances will be used and stored in line with CLEAPSS guidance.
- 5.40 Vehicles and Occupational Road Risk
- a) The school is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.



- b) The school will ensure that all persons driving vehicles in the course of their employment are suitably informed; instructed; trained; licensed and insured as appropriate.

5.41 Visit and Journeys

- a) The school is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as they apply to visits and journeys whether they involve employees, non-employees or clients of the Council.
- b) The School will ensure that before embarking on a visit or journey, the necessary risk assessments are carried and appropriate control measures introduced in accordance with the Authorities guidance document on organising school visits and journeys.

5.42 Young Persons

- a) The school recognises the increased risks to young persons and will extend existing risk assessments to cover them and implement controls measures as appropriate to reduce the risks. They will be informed of any additional risks they may face as a young person.
- b) Additional risk assessments will be made when a young person is to enter the school for a short period of time during a work experience programme.



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