



Scholes (Holmfirth) Junior and Infant School

Health and Safety Policy

Approved by:	Date Approved:	Due for review no later than:
Governors	October 2022	October 2023

Adopted from Kirklees LA most recent model policy – published June 2017

Children & Young People Service

Introduction

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team.

The organisation and arrangements which support the H&S Policy (i.e. the day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the local authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For academies, free schools and independent schools, the employer is usually the governing body, the proprietor or the academy trust.

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 3 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

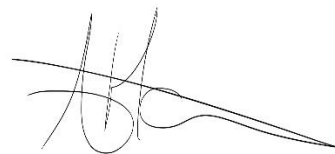
The School's Health and Safety Policy should make reference to, and be complemented by, the DCYP Health and Safety Policy which can be found on One Hub – Professional Services – Health and Safety – Policies

Health and Safety Policy Statement

Scholes (Holmfirth) Junior and Infant School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]



Margaret Culshaw, Chair of Governors

Andrew Hancox, Headteacher

31st October 2022

31st October 2022

Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	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 the entirety. Schools, however, may wish to write their own health and safety policy.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	The Governing Body Or Academy Trust	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	This should be explicit in the school policy and they should be classed as contractors.

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

Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
School Governors				It is recognised that some governors are LA employees
Headteacher				
School Leadership Team				
Deputy/Assistant Headteacher				
Heads of Dept				
Teachers				
Managers				
Premises Managers				
Teaching and Classroom Assistants				
Learning Support Staff				
Admin Staff				
Site Supervisor or Caretaker				

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

Policy-makers	
School Governors 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 system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
 - Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
 - Will set H&S targets (with Planners) to improve H&S performance;
 - Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
-
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
 - Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
 - The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

Planners	
Headteacher Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
 - appoint a Premises Manager (see **Implementers** below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;

- Ensure that a regular **Premises H&S Inspections** are carried out, (this duty may be delegated to other members of school staff) Generic premises inspection checklists are available on One Hub which can be adapted to be made site specific; Additionally it is recommended that an annual self-audit is carried out (This duty may be shared with other staff such as SLT) Self Audit forms are available on One Hub;
- Draw up any Action Plans required from the results of the Premises H&S Inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a standing agenda item in these meetings.

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

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed/ implemented in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and

- any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
 - Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
 - Ensure that individuals have health and safety objectives as part of their annual review process (as appropriate). These may reflect the overall H&S plans;
 - Encourage participation in H&S and ensure that communication about H&S issues takes place;
 - Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
 - Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
 - Ensure that staff in these roles have received appropriate training and that this is recorded;
 - Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
 - Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
 - Supervise work adequately to ensure that good health and safety standards are maintained;
 - Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
 - Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
 - Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
 - Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
 - Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
 - Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. One Hub and Business Solutions);
 - *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties These are produced here;

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the Councils structure. All staff are employees and therefore all the employee responsibilities within the DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;

- to make representations to the Headteacher via the Deputy Headteacher (if applicable) 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

Scholes (Holmfirth) Junior and Infant School

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

All incidents should be reported to the Bursar and Headteacher. They will make the decision as to the route of recording – whether this is via internal systems or via the authority-used system e.g. ClaimControl

2. Asbestos

Andrew Hancox, Headteacher is the Responsible Person and duty holder responsible for Premise Asbestos Management Plan (PAMP), the manual is kept in the school office, all contractors and other visitors such as site supervisors etc. have sight of plan prior to starting any work on the premises and sign to show acknowledgement of the plan, clear instruction is given to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking plan, staff should report damage to asbestos materials to the headteacher and emergency procedures will be followed. This will take the form of evacuating, sealing and reporting the affected area to the LA for further advice.

3. Contractors

When managing own projects, arrangements are in place for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager will all be sought from any contractor. Staff should report concerns to the Head Teacher. When the project is through the LA the school should liaise with the school Asset Management Officer.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Cooking or selected science equipment. Arrangements for the control of safety in specific subjects such as PE, Science, Technology, outdoor learning are in place, Specification of staff qualification requirements to teach certain activities are always sought and checked where necessary, health and safety publications adopted by the school which staff must be familiar with e.g. "Safe Practice in Physical Education and School Sport are adhered to and monitored where needed. When using CLEAPSS,

CLEAPSS require specific health and safety policies for D&T and Science classes and the generic information will be made specific to the school e.g. risk assessments

5. Drugs & Medications

Care Plans are in place for pupils where necessary. Parental requests for medicines to be administered are checked by admin staff, special staff training requirements are undertaken where necessary, storage of any medicines is in the school Medical Room – except those which may be needed in an emergency – inhalers, epi-pens, etc. recording and administration is completed by the administering teacher and countersigned by another member of staff, the schools policy is repeated in school prospectus

6. Electrical Equipment [fixed & portable]

All staff are responsible for undertaking visual inspections when electrical items are used, through examination by competent person takes place annually, the school admin staff maintain the record of inspection, Staff are advised to check with the Headteacher as to any non-school electrical items being used in school. Kirklees LA undertakes examination of fixed installation; all staff are to report defective equipment to the admin staff who will take appropriate action. Kirklees LA inspects equipment in different or more specialised parts of the site such as school kitchens, caretaking areas.

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

The Headteacher is responsible for undertaking & reviewing fire risk assessments, drills will take place at least half-termly; with issues followed up and potentially re-tested, Office Staff are responsible for distributing class attendance lists and teachers are responsible for counting children and identifying any missing persons. Details of this plan are within the school emergency plan. The caretaker is responsible for the maintenance of fire exits /escape routes, maintenance of fire extinguishers is carried out via the LA, staff training takes place as necessary, the admin staff are responsible for calling the fire service, testing the fire alarm takes place once a week to cover each call point on a rolling programme, emergency lighting is tested by the LA annually as part of the fire inspection and by the caretaker at least each half-term

8. First Aid

There are a number of first aiders in school – up-to-date lists are around school so the nearest first aider can be identified. First aid boxes are kept in the medical room and all first aiders are responsible for checking & restocking via the school office, the school office or a member of SLT will summon an ambulance if needed, a qualified member of staff will accompany children to hospital where parents are not available, the office maintains records and training requests for first aiders.

9. Gas Safety

Inspections are carried out according to the schedule shared as part of the premises management contract with Kirklees LA. Records are kept in the school office.

10. Glass & Glazing

Glass will only be replaced by suitably trained individuals to an appropriate standard. The caretaker or other suitably competent member of staff may need to make safe any damage.

- 11. Grounds - Safety/Security**
The caretaker makes a walkround of the site at least once a day, maintaining and reporting where necessary. The alarm system is monitored by an external company who make contact with keyholders in the event of an activation.
- 12. Hazardous Substances (COSHH)**
All substances under COSHH are kept secure and in accordance with their published guidelines. All are kept in locked areas away from pupils.
- 13. Health and Safety Advice**
Kirklees Council Group Safety Advisor tel. 01484 226475, the school's asset management officer will be contacted for advice where necessary
- 14. Housekeeping – Storage, cleaning & waste disposal**
Arrangements to ensure premises have sufficient and safe storage systems have been undertaken. Premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips are in place and appropriate signage is used, glass and other sharp objects are disposed of direct to outdoor waste bins to reduce risk to pupils, arrangements for snow shifting are in place where necessary, external waste bins are in the car park and are lockable, waste electrical appliance disposal/recycling arrangements in accordance with the WEEE regulations via the schools IT support.
- 15. Handling & Lifting**
All staff are directed to undertake manual handling online training in order to keep themselves safe.
- 16. Jewellery** [This should be repeated in school prospectus]
Adults are asked to only wear suitable and safe jewellery, taking responsibility for its protection and/or removal where there may be a risk to self and others – ie: teaching of PE. School is not responsible for loss or damage to any personal items. See pupil uniform policy for pupil-level information
- 17. Lettings/shared use of premises**
[Restrictions on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, lighting for paths on an evening, public entertainment license. Who will carry out risk assessments and follow up on these.]
- 18. Lone Working**
Any staff who are in the building alone, have the responsibility for notifying someone of their location, time of entry and time of exit. They are expected to only work safely and not attempt any multi-person tasks where they may put themselves at risk as a result of this activity.
- 19. Maintenance / Inspection of Work Equipment (including selection of equipment)**
All equipment is maintained according to the appropriate guidance schedule as set by the LA or the manufacturer.
- 20. Monitoring the Policy and results**
The head and H&S governor carry out a walkround of school at least annually to identify potential issues and plan actions to rectify issues. Appropriate actions are carried out following external assessments – ie: fire safety visits

- 21. New & Expectant Mothers**
Individual risk assessments are carried out for new and expectant mothers where applicable. Members of staff are expected to make the headteacher aware if they are pregnant so that appropriate safety action may be taken.
- 22. Noise**
Risk assessment is carried out where necessary for noise-related tasks.
- 24. Personal Protective Equipment (PPE)**
PPE is kept in the medical room along with advice on how to use it.
- 25. Reporting Defects**
All defects should be reported to the caretaker, school office or headteacher who will take appropriate action.
- 26. Risk Assessments**
Risk assessments for grounds and premises along with everyday activities are undertaken by the headteacher. Trips and visits are carried out by the lead teacher and monitored by the Bursar and Headteacher via the EVOLVE system.
- 27. Signs and Signals**
All signs and signals in school meet fire safety and access requirements.
- 28. School Trips/ Off-Site Activities see also item 31**
Visits are tracked via the EVOLVE system in place with the LA.
- 29. Occupational Health - Stress and staff Well-being**
See staff wellbeing policy for further information.
- 30. Other School Buildings**
Schools has no occupied external buildings.
- 31. School Transport – e.g. minibuses**
School has no school-owned transport. Any staff providing transport have appropriate insurance cover in place.
- 33. Staff Consultation and Communication**
Health and Safety is a standing item on staff meeting agendas so staff can be advised of information or updates and in turn, inform the head of any issues.
- 34. Supervision [including out of school learning activity/study support]**
All pupils are supervised as per published DfE ratio and training requirements.
- 35. Swimming Pool Operating Procedures (where applicable)**
School does not have its own pool.
- 36. Training and Development**
All new staff are expected to read the Health and Safety policy as part of induction. Appropriate training is undertaken as per role. Updates are provided to staff where needed along with appropriate guidance and training.
- 37. Display Screen Equipment (DSE)**
Workplace assessments take place for any staff where DSE is used for the majority of

their role – this applies in the main to office staff, the headteacher and SENDCo.

38. Vehicles on Site

No vehicles are allowed onto site whilst school is in session other than the car park – this is not accessible to pupils. If vehicular access is needed, the area will be made inaccessible to pupils.

39. Violence to Staff

See pupil behaviour policy and Parent Code of Conduct for advice on this area.

40. Vibration

Appropriate risk assessment is undertaken for tasks where vibration is a risk.

41. Welfare

Appropriate welfare provision is in place for all staff in school as per guidance.

42. Working at Height

Staff are directed to training for working at height and appropriate equipment to use. Any additional training is provided to staff which is suitable for their role.

43. Waste Management

Medical waste bins are in place across the building as appropriate. These are only emptied by the appropriate persons. All other bins and waste points are emptied to the schools' external bins which are emptied via contract with Kirklees.

44. Water Quality/Temperature/Hygiene

IWS carry out all water checks and maintain records as appropriate.

45. Work Experience

See trainee guidance for more information in this area.