

Westhouses Primary School Health and Safety



Revision History

REVISION	DATE	NAME	DESCRIPTION
2.0	22.04.2021	Juliette Whitby	
3.0	30.01.24	Juliette Whitby	Change of names for some responsibilities

Approval History

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2.0	22.04.2021	FGB	
3.0	30.01.24	FGB	

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire's Children's Services.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the CHILDREN'S SERVICES policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CHILDREN'S SERVICES Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CHILDREN'S SERVICES health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CHILDREN'S SERVICES which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CHILDREN'S SERVICES guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is

provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.

- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CHILDREN'S SERVICES guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CHILDREN'S SERVICES is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes SLT, Curriculum Co-ordinators, Clerical Managers/Supervisors, Technicians and Caretakers, they have the following responsibilities:

Apply the school's health and safety policy or relevant CHILDREN'S SERVICES department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to the SLT or Headteacher.

Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time Off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PART 3. ARRANGEMENTS

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Appendix 2	-	Fire Prevention, Testing of Equipment
Appendix 3	-	First Aid and Medication
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FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in *Red Fire Folder* and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishments induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in *the red file*.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by *the Clerk*.

Fire Drills

- Fire drills will be undertaken at least annually and preferably termly, and a record kept in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity) *Gas: In the .*
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Cleaner in charge as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by *The Caretaker* and a record kept in the Caretaker's cupboard. Normally regular testing of fire alarms will occur on *Tuesday evening after 6pm*.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer *County Property Services 01629 50000*

A fire alarm maintenance contract is in place with *Derbyshire County Council* and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Derbyshire County Council undertakes an annual maintenance service of all fire fighting equipment

The Headteacher checks weekly that all fire fighting equipment is available for use and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to *Derbyshire County Council*.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked annually by *Derbyshire County Council*.

Test records are located in the site's fire log book/ premises records.

MEANS OF ESCAPE

Daily – *Mrs N Smith(Caretaker)* checks for any obstructions on exit routes and ensures all final exit doors are operational. Teachers are responsible in making sure there are no hazards blocking exits in whatever room they are working in. This also includes making sure coats and bags are hung up in areas near classroom doors or in corridors. Mrs Whitby will monitor general cloakroom areas.

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- ☺ **Cupboard outside the library**
- ☺ **In the kitchen**
- ☺ **On the wall by the external exit from the kitchen**
- ☺ **In each classroom**
- ☺ **Midday supervisors have one each to have on their person over lunchbreaks**

Mrs Newborough is responsible for regularly checking that the contents of first aid boxes and replenishing as necessary. Staff report shortages in the staffroom box to Mrs Newborough. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Mrs Tucker

TRAINED TO EMERGENCY AID LEVEL: Emergency first aid at work

Mrs Whitby, Mrs Coupe, Mrs Ramsdale, Mr Weston, Mrs Russell, Mrs Tucker, Mrs Davey, Miss Briggs, Mrs Tomlinson, Mrs Newborough

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Mrs Tomlinson and Mrs Whitby

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital : If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with DCC guidance.

Blood Spillages

DCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Administration of medicines

All medication will be administered to pupils in accordance with the DfES document

<https://www.greatsmeatonschool.co.uk/wp-content/uploads/2017/11/DFE-Managing-Medication-in-School-and-Early-Years-Settings.pdf>

Also see school's policy on Administration of Medicine.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

The only medication kept and administered within school are those prescribed by a doctor specifically for a pupil or at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by *Mrs Newborough*.

All medications kept in school are stored *in the Headteacher's office* with access strictly controlled.

Where children need to have access to medication i.e. asthma sufferers, it will be kept in the child's classroom or bag.

The medication for pupils with diabetes will be kept either on the child or in the office. This is accessed on a daily basis by Teaching Assistants supporting pupils.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

ACCIDENT REPORTING PROCEDURES

In accordance with the County Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses to the headteacher. Appropriate DCC accident forms will be filled in.
- Violent incidents and verbal abuse reports to the Headteacher.

The Headteacher will countersign the DCC accident report form before the original copy is sent. A copy should also be kept at the establishment.

- A local accident log, located in the first aid cabinet in the reception area (Archive record in Office) is used to record all minor incidents to pupils any more significant incidents must also reported to DCC using the forms described above. Parents receive a copy of the accident report along with any treatment given.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed on 01629 580000.

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

In every case where a incident is reported to the HSE a copy of the F2508 form should be attached to the accident form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located on the Extranet.

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Staff should wait for the police if a double movement alarm has activated.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION**Consultation**

The *Resources Committee* meets Termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representatives on the staff are: Martin Weston (NASUWT) and Katie Briggs (NEU).

Communication of Information

The Health and Safety Law poster is displayed in *the staffroom*.

The Education Health and Safety Team, Tel: 01629 580000 provide competent health and safety advice for Community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by *the Headteacher*.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with :

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by *the Headteacher* who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

WORK EQUIPMENT

All staff are required to report to *the Headteacher* any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by *ETS*.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

The Headteacher will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders	Site staff	Site staff	Premises manager	Ladders termly
Caretaking/cleaning equipment including hand tools	Caretaker	Caretaker	Caretaker	school to determine following manufacturers advice
Grounds maintenance equipment	Contractors	Contractors	Contractors	N/A
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site staff	Site staff	Corgi registered contractor	Annually
PE and play equipment	Site staff	Site Staff	<i>Approved contractor</i>	Annually
Portable electrical equipment	Site staff	Site staff	<i>Approved contractor</i>	Annually
Lifts/lifting equipment	N/A	N/A	<i>Approved contractor</i>	Lifts annually Hoists/slings for people – 6 monthly

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “***Control of Substances Hazardous to Health Regulations 2004***” (the “COSHH” Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is N Smith.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by *the Headteacher*, who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION
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A general workplace inspection of the site will be conducted annually as part of the audit and be undertaken / co-ordinated by *the Headteacher and H & S Governor*

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor (Michael Harper) will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

ASBESTOS

The DCC Asbestos Policy, available on the Extranet and will be followed.

The asbestos register is held in *School office* and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers is *the Headteacher*

The authorising officers shall ensure:

- The asbestos log is maintained
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the headteacher in the first instance and then *Derbyshire County Council Property Services*.

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by *the Headteacher*.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by *the Headteacher*.

These risk assessments are available for all staff to view and are available from the Headteacher/ clerk.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by *Mrs Whitby, headteacher* following guidance from DCC.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by individual class teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance on the extranet. All trips are registered on the County Council Evolve trip System. This classifies trips and notifies the relevant people in DCC.

The school's Educational Visits Co-ordinator(s) is/ Mrs J Whitby

All Offsite Visit activities must be risk assessed using relevant DCC forms, these assessments are available from the Headteacher (Mrs Whitby) and monitored and reviewed by the headteacher.

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishment's nominated person responsible for work at height is *the Headteacher*

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available on the Services 4 Schools website.

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff etc shall have a DSE assessment carried out by their line manager.

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to staff vehicles, delivery vehicles for the kitchen, drama/enrichment workshops in the hall, disco equipment and fire engine access. All other vehicles are to park on the road outside the school. The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by *Mrs Newborough* following County Council guidance. Fire Exits are pointed out for indoor lettings. A member of school staff (Cleaner in Charge) is responsible for locking premises after lettings.

APPENDIX 18

CONTRACTORS

All contractors must report to *reception* where they will be asked to sign the visitors book and wear an identification badge if not County Council workers. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX 19

STRESS

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and DCC's management standards.

Staff who are feeling under stress should speak to either the senior teacher or Headteacher about the areas they are concerned about. If further support is required, the Personnel Department has a welfare support service to support colleagues.

APPENDIX 20

LEGIONELLA

The school complies with DCC advice on the potential risks from legionella and has had the School assessed for potential problems.

Mr Naylor will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday period

APPENDIX 21

COMMUNICATION

Communication between management and staff regarding health and safety issues will be undertaken daily by a bulletin on the notice board or by an informative meeting; dependent upon the severity of the issue. Defects are reported to the Headteacher and recorded in a log in the staffroom; which is then updated with progress reports.

CONSULTATION WITH STAFF

Arrangements for consultation with staff:

- Agenda item at Staff meetings
- Governor agenda item – report of Health and Safety Audit and annual review of policy

ENVIRONMENTAL

Arrangements for controlling the environment:

- Temperature is set on a thermostat for the heating of the building.

MECHANICAL/ELECTRICAL

All electrical equipment is purchased new and is included on the PAT record; which is undertaken annually. Second-hand equipment would not be used until testing has been completed.

MONITORING AND AUDITING

The policy is reviewed annually by the Resources Committee, the Health and Safety Audit is undertaken annually by the Headteacher and nominated Governor. A report from the audit is presented to the Resources Committee and a copy issued the Health and Safety officer at County Offices.

Records of the testing and inspection of equipment and maintenance work carried out are kept in the premises file.

Records are kept for the following equipment and practices:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Evacuation and Practice Drills
- PE Equipment
- Fixed Electrical Systems
- Legionella testing

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	J Whitby	
Policy and Management Plan	J Whitby N Taylor (H& Safety governor)	
COSHH	DCC	Only caretaker's cleaning materials.
Review of Procedures	J Whitby and N Taylor	
Accident Reports	J Whitby and N Taylor	
Record Fire Appliance Test	N Smith	
Record PE Equipment Check	DCC	
Check Completion of PAT Testing	J Whitby	
Whole Staff Training- Refreshers	J Whitby	
Non Accidental Injury Reports	J Whitby	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	N Smith	Book in caretaker's cupboard
Fire Alarm Tests	N Smith	Records in caretaker's cupboard
First Aid Kit	C Newborough	

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Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention	Teaching staff	
PE Safety	Teaching staff	
Lettings (Safety)	J Whitby and N Smith	
Communication of Health and Safety concerns to all staff	J Whitby	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	J Whitby and N Taylor	
Premises Inspection	J Whitby and N Taylor	
Fire Log	J Whitby	
Accident Reports	J Whitby	
Fire Evacuation	J Whitby	
Visual Check of Electrical Equipment	J Whitby	
Premises Security	N Smith	

APPENDIX 26

ONE OFF ACTIVITIES

All pupils have consent forms signed for any activity out of school, emergency information and medical details are issued to the team leader. A Generic Risk Assessment is issued to all staff.

APPENDIX 27

OUT OF SCHOOL ACTIVITIES

All pupils have consent forms signed for any activity out of school, emergency information and medical details are issued to the team leader. Risks Assessments are issued to all staff. Pupil ratio to adults are dependent on the activity and age of the children. Reputable coach operators are used **with 3-point seat belts for all seats whenever possible**.

APPENDIX 28

PLAYGROUND SAFETY

Arrangements for playground supervision and equipment/surfaces inspections. Playgrounds are inspected daily by N Smith (caretaker) for rubbish, hazardous substances affecting health and safety – including fallen roof tiles or other hazard created by extreme weathers.

Inspections are made by the duty staff member, prior to pupil accessing the playgrounds which may be restricted or result in pupils not being allowed in some weather conditions.

School council (Pupil Voice) have supported the development of zoned areas of play on the playgrounds, to ensure safe areas, with a quiet zone, equipment zone and an active zone.

2 members of staff are also on duty outside, one on each playground. A further member of staff is on back up duty, in school, to provide first aid cover. All three staff members have walkie-talkies to communicate issues/injuries.

APPENDIX 29

ROAD SAFETY

Parents are requested to park away from the turning area, not on the pavements, not blocking local residents access and where possible to park and stride.

Coaches for school visits are asked to reverse down the lane or park on the main road.

APPENDIX 30

SECURITY

All doors to the premises are locked, visitors (apart from kitchen deliveries) gain access to the building by the front door only and pressing the security bell; which is operated in the office, all visitors are then met by the office staff and escorted. Visitors sign into and out of the visitors' book. Kitchen deliveries are made to the external kitchen door.

APPENDIX 31

TRAINING

Arrangements for identifying the training needs of staff, and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term is located in the induction file.

APPENDIX 32

VIOLENCE AT WORK

The school has violence at work policy, as advised by DCC, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School managers are aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

APPENDIX 33

WELFARE FACILITIES

The following arrangements for the provision and maintenance of welfare facilities are in place:

- Toilets for pupils – toilets are available for male and female. A sanitary disposal unit is installed in the girls' toilets.
- Toilets for staff – one toilet is available for use by all staff; visitors are also directed to use this toilet.
- A staff room is available for staff to have a break from face to face pupil interaction and to eat lunch and make a drink. This is an area for all to feel relaxed and be able to unwind for a small period of time. A kettle, microwave and fridge are provided.
- All pupils have coat pegs for coats and bags
- Lunch trolleys are provided for those pupils bringing in lunch boxes
- Pupils are provided with water bottles; which they can access at any time and can be refilled in class.

APPENDIX 34

WASTE MANAGEMENT

A contact for the removal of sanitary waste is held with PHS. Bolsover District Council have the contract for the removal of trade waste, this contract is reviewed annually.

APPENDIX 35

WORK RELATED LEARNING

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

NQT teachers, Work experience, apprentices and day visitors shadowing colleagues should report to the headteacher, read and complete induction regarding all Health and safety objectives set out in the policy.