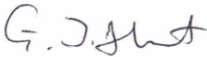

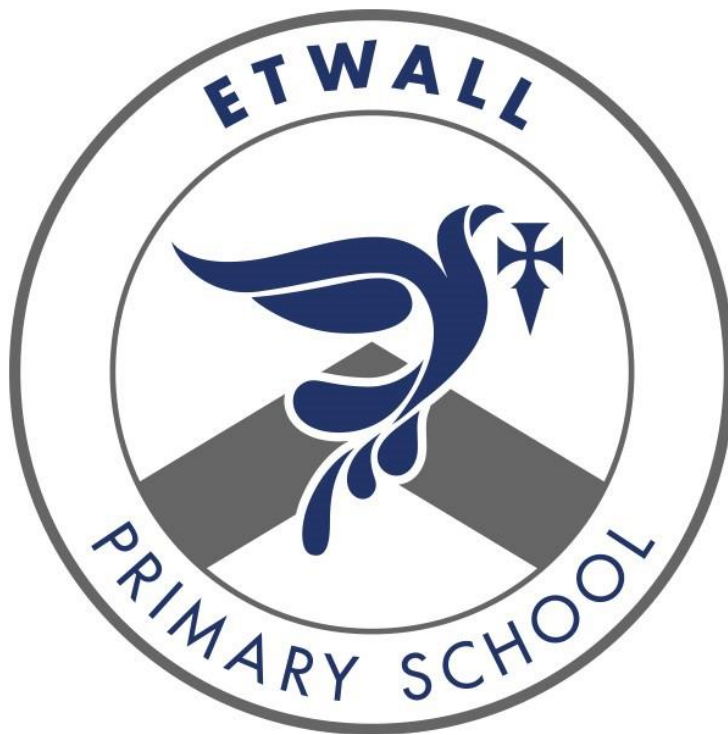


<b>Document owner</b>	Etwall Primary School	<b>Approved by:</b>	Full Governing Board
<b>Author:</b>	DCC	<b>Minute number</b>	17/21-22 r)
<b>Version:</b>	September 2021	<b>Next Review</b>	September 2022
<b>Signed by Chair of Governors</b>		<b>Signed by Headteacher</b>	
This policy has been reviewed on 27/07/2021 and has been impact assessed in the light of all other school policies and the Equality Act 2010.			

## **ETWALL PRIMARY SCHOOL**



## **HEALTH AND SAFETY POLICY**

# **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 Children's Services Department issued on the S4S site.

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 egress 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 to ensure staff are competent to fulfil their role in a safe manner.

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.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the expressed aims of 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 schools 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 subcommittee 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.
- Their 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 Deputy Headteachers, Curriculum Co-ordinators, Clerical Managers 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 or Head of Department 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 their Head of Department.
- 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 complains 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.

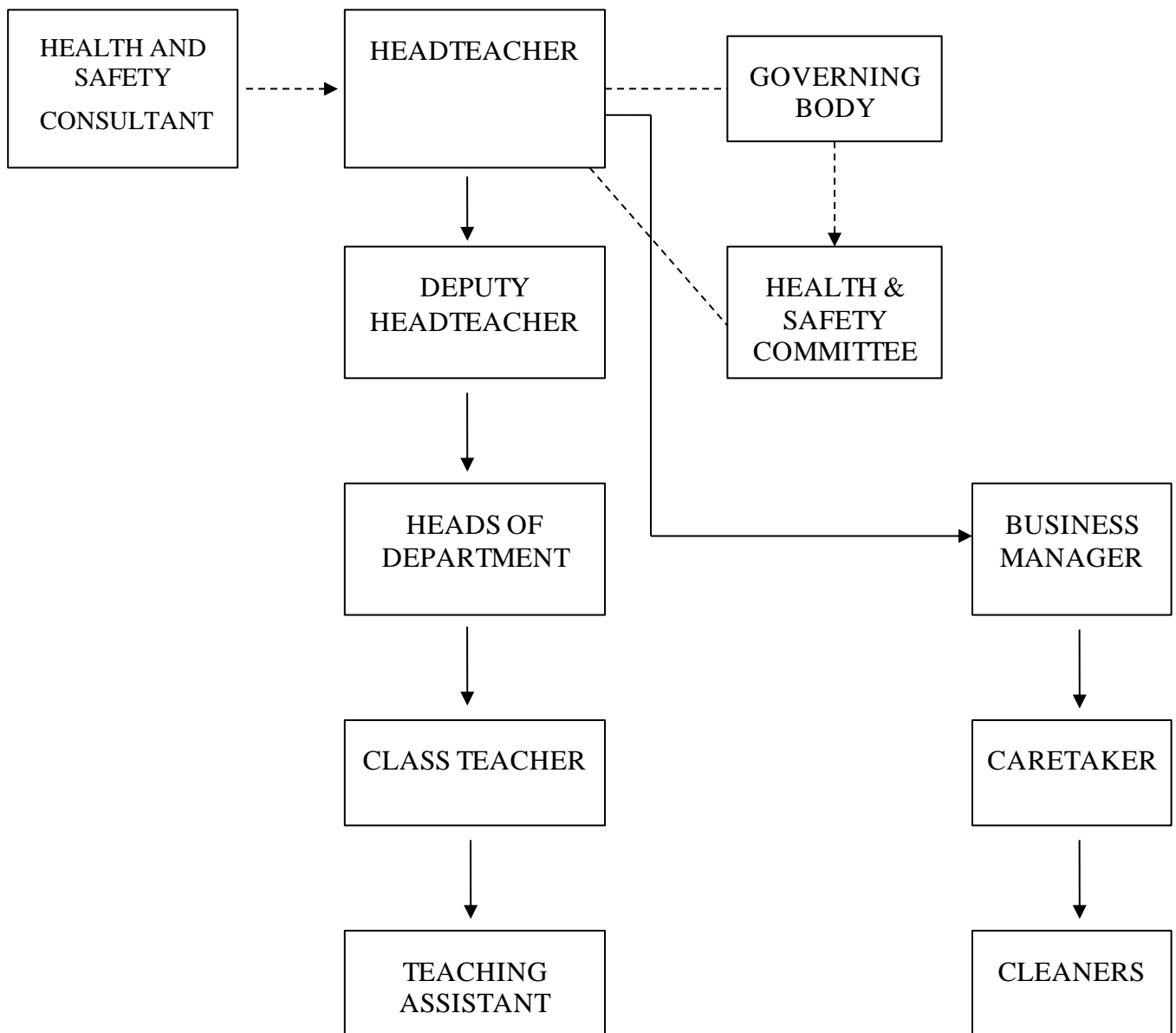
### **Pupils**

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 willfully misuse, neglect or interfere with things provided for their health and safety.



## Organisational Responsibility for Health and Safety



### **Arrangements for Health and Safety**

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

### **Accident/Incident Reporting**

All accidents and incidents in Etwall Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Etwall Primary School all staff will report all accidents to Services4Schools using the online reporting to ensure that they are recorded in line with this guidance. A copy of the guidance is held on Sharepoint.

### **Accident Investigation**

All accidents should be reported to the School Business Officer who will liaise with the Headteacher and investigate accordingly.

### **Administration of Medicines**

Please see the administration of medicines policy for guidance.

### **Adverse Weather**

Please see the adverse weather policy for guidance.

### **Asbestos**

The school has had an asbestos survey and received a register of the areas where asbestos is known to be present. As part of staff induction, all staff should familiarise themselves with the location of asbestos within the building and return to the survey if they are ever unsure.

### **Communication**

Health and safety forms a standing agenda item during weekly staff meetings where issues can be reported both up and down the 'chain of command'. The school also holds regular meetings with the Health and Safety governor and any matters arising are reported back to the governing body in the appropriate forum.

### **Contractors**

All contractors must fill out the appropriate permit to work before commencing any onsite activities. Should relevant risk assessments be required, they should be provided prior to commencement of work.

### **COSHH**

Please see COSHH risk assessments for further information.

### **Curriculum Areas**

Staff are to familiarise themselves with appropriate risk assessments for any given activity and put in place any required control measures.

### **Disaster Plans**

Please see the school disaster recovery plan for further information.

### **Display Screen Equipment**

Staff regularly using DSE should read and sign the appropriate risk assessment.

### **Educational School Visits**

All staff should have had recent training on school visits by either DCC or the EVOLVE Co-ordinator. If this is not the case, they must inform the EVOLVE Co-ordinator. As a result of training, all staff should be familiar with the processes and procedures involved in planning and appropriately risk assessing school visits. Again, if this is not the case, the EVOLVE Co-ordinator should be informed.

### **Environmental**

Staff should inform the School Business Officer if they notice any damage or significant change in school environments. The Headteacher and members of the governing body are to perform regular site checks with a view to health and safety, in tandem with those carried out by the school Caretaker on a daily and weekly basis.

### **Fire**

Fire procedures, including:

- Who is the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

can be found within the Fire Safety Management and Fire Risk Assessment. Please consult this document for further details.

### **First Aid**

Details of our first aiders, including what qualifications they hold and when they expire are held on Medical Tracker. For a quick reference, please use the colour coding system on the 'Who's Who' board. Each classroom has a first aid box and staff are aware that, should they run short of any given equipment, they should refill from the First Aid room supplies. If using the last of First Aid supplies, the school office should be notified. The boxes should contain a minimum of:

- A leaflet giving general advice on first aid;
- Six individually wrapped sterile adhesive dressings;
- One large sterile unmedicated wound dressing approximately 18cm x 18cm;
- Two triangular bandages;
- Two safety pins;
- Individually wrapped moist cleansing wipes;
- One pair of disposable gloves;

as per HSE guidelines.

In the event of an emergency, documentation on the procedures for contacting the emergency services (as defined by the East Midlands Ambulance Service) can be found in the school office.

In the event of a child receiving first aid, parents will be notified via Medical Tracker, the school first aid app.

**Housekeeping/Storage**

Whilst the Caretaker has overarching responsibility to maintain access to egress routes. It is the responsibility of all staff to ensure that housekeeping and the safe storage of materials is carried out. This ranges from swimming pool chemicals to books and art materials. If staff see something amiss, they should rectify it if possible, or failing that inform the SBO and Headteacher.

**Inspection of the Premises**

In keeping with Local Authority guidelines, the Headteacher, along with (at least) the Health and Safety governor, will carry out a formal inspection of the premises each term (3 times per year). On at least one occasion, the inspection team will be accompanied by the landlord. Any issues arising will be shared, as appropriate, with the Local Authority, Governing Body and members of school staff.

**Lockdown**

Please see the school lockdown policy for further information.

**Lone Working**

Please see the lone working risk assessment for further information.

**Lifting Equipment**

Please see the maintenance of lifting equipment risk assessment for further information.

**Manual Handling**

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

In order to minimise this risk, the school only uses chemicals as recommended by Derbyshire County Council, details of which can be found in the relevant COSHH paperwork.

Please see the manual handling risk assessment for further information.

### **Mechanical/Electrical**

The inspection and maintenance of machinery and equipment is carried out by Derbyshire County Council contractors.

### **Monitoring Auditing**

The monitoring and auditing of this policy will fall to the school Full Governing Board on an annual basis. Any amendments to the policy will be discussed and implemented in conjunction with the Headteacher.

Records of the testing and inspection of equipment and maintenance work carried out are to be filed in the premises folder, kept in the red box. These records are to include:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Local Exhaust Ventilation (LEV)
- Lifting Apparatus
- Mechanical Machinery
- Pressure Systems
- Fixed Electrical Systems

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.

### **Health and Safety Plan Monitoring Schedule**

#### **Annual Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Risk Assessments	HT	SBO+HT to complete
Policy and Management Plan	HT	
COSHH	SBO	
Review of Procedures	FGB	
Accident Reports	SBO	
Cleaning Staff Procedures	SBO	
Record Fire Appliance Test	SBO	
Record PE Equipment Check	SBO	

Check Completion of PAT Testing	SBO	
Whole Staff Training- Refreshers	HT	
Non Accidental Injury Reports	SBO	
Lettings	SBO/SBA	
Premises Inspection	DCC/SBO	

### Weekly Checks

Item	Check By	Comments
Fire Alarm Tests	TH	
Communication of Health and Safety concerns to all staff	HT/SBO	

### Daily Checks (by observation, discussion etc)

Item	Check By	Comments
PE Safety	Teacher	Visual check during lesson
Evacuation Points	TH	
EYFS area	ST	

### Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	H&S Link Gov	Currently Sam Marshall
Fire Drill/Evacuation Log	HT	
Accident Reports	SBO	
Premises Security	TH	Final day of each half-term, prior to closing

### Moving and Handling of Pupils

Please see any relevant Personal Egress Plans for further information.

### **One off Activities**

Risk assessments must be carried out for one off activities (if they don't already exist). These must then be signed off by the Headteacher prior to the activity taking place.

### **Personal Emergency Evacuation Plans (PEEPs)**

Please see any relevant Personal Emergency Evacuation Plans for further information.

### **Personal and Intimate Care**

Please see the school personal and intimate care policy for further information.

### **Personal Protective Equipment**

The Caretaker should liaise with the SBO in order for the school to purchase any required PPE and replace any that are defective or worn out.

### **Positive Behaviour Support Including Physical Intervention**

Please see the following policies for further information: Behaviour, Dealing with Challenging Behaviour, Exclusion.

### **Premises**

External lettings are dealt with by the SBA. All paperwork is kept in the school office. When the premises are used by the PTFA for fundraising events, all relevant risk assessments are to be shared, read and signed off prior to events taking place.

### **Playground Safety**

Playground inspections are to be carried out daily by the Caretaker on a daily basis, with any issues reported to staff via the Headteacher or SBO. Should any areas be found to be defective, appropriate measures such as the cordoning off of equipment, are to be dealt with by the SBO and Caretaker.

### **Risk Assessments**

The school uses DCC templates as a basis for all risk assessments and these are reviewed as appropriate by the Headteacher in conjunction, where appropriate, with the health and safety governor. Any matters arising are discussed with the DCC Health and Safety team if deemed appropriate.

### **Security**

The school operates a secure sight with all gates and external doors remaining locked throughout the school day. In order to prevent unauthorised access to the premises, visitors must sign in and out, using the visitors book, located in the school office.

### **Site Access**

Vehicular access to the site is through the driveway gate, which should be kept locked when not in use. In order to allow the safe access and egress of staff, pupils and visitors, vehicular access is not allowed between the hours of 8:30am & 9:30am and 3pm – 3:45pm

### **Stress Management**

Stress leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. The real extent of stress-related problems has been hidden

because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives. As a school, the wellbeing of both staff and pupils is at the forefront of what we do and is embedded within our culture. This is formalised within the stress management policy, which can be read for further information.

### **Training**

All staff receive an induction on starting at the school, whereupon they are asked if they need any particular training. Safeguarding training is provided for all staff and volunteers on an annual basis and other health and safety training, such as: fire safety, manual handling, working at heights, behaviour, food safety etc. forms part of an ongoing plan in consultation between the Headteacher, Safeguarding team, SLT and SBO as appropriate.

### **Violence at Work**

Please see the violence at work policy for further information.

### **Welfare Facilities**

Staff are provided with adequate facilities with regard to toileting, making hot drinks, preparing food etc.

### **Waste Management**

Arrangements for managing waste are dealt with by the SBO and bins are kept secure and an appropriate distance from any school buildings.

### **Wildlife Areas**

School wildlife areas are maintained by the Outdoor Learning Lead. Staff should ensure that they have appropriate ratios for a given activity and that, if required, a risk assessment is carried out. All flora actively planted within the school grounds are safe for children to be around.

### **Working at Heights**

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector.

No work at heights should be carried out without the appropriate equipment and without having read the Working at Heights risk assessment.