

HORSLEY WOODHOUSE 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 and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

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.

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 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 CAYA 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 CAYA 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.

NB: THE GOVERNORS OF HORSLEY WOODHOUSE PRIMARY SCHOOL ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

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 CAYA 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 CAYA which is relevant to their work. To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA 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.
- 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
- 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.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- 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 CAYA 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 CAYA 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.

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 there 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 their 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 health and safety policy.
- Be aware of and comply with all schools 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 arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Headteacher.
- Report all hazards and incidents occurring during the course of their work to their Headteacher. 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.

Pupils

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

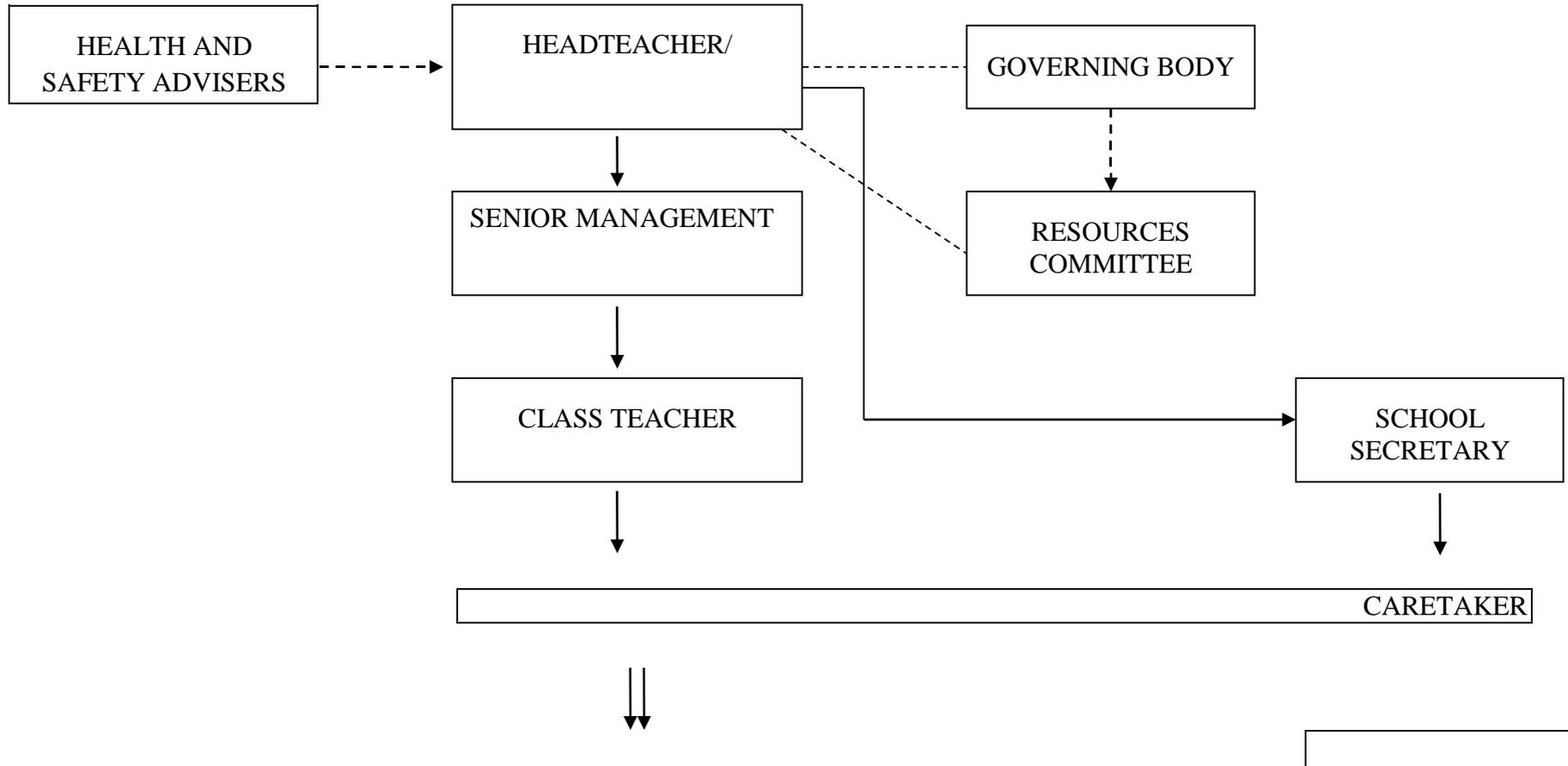
Exercise personal responsibility for the health and safety of themselves and others.

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.

Organisational Responsibility for Health and Safety





Arrangements for Health and Safety

Accident/Incident Reporting

All accidents and incidents in Horsley Woodhouse Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Horsley Woodhouse Primary School all staff are familiar with this guidance and ensure that they record accordingly. A copy of the guidance is kept in the Safeguarding file in the office and on the admin PC.

Accident Investigation

Accidents are investigated by the Headteacher in line with the guidance given by the LA.

Administration of Medicines

Arrangements for administering medicines adhere to guidance from the LA .

Animals

Animals are not kept in school permanently
Risk assessments in line with Derbyshire County Council 'Evolve system are completed where the school undertakes visits to places where there are animals or hosting visitors in to school with animals.

Asbestos

The school has an asbestos survey and received a register of the areas where asbestos is known to be present. Mrs L Peach and Mrs H Cornfield are trained duty holders.

The permit to work system is used for all contractors.

Communication

Staff meetings and the school notice board are used to communicate Health and Safety notices. Defects are reported to the Headteacher and noted in the Health and Safety book, which is kept in the office, where actions to be taken are recorded.

Contractors

All contractors are required to present documentation on their competency, insurance and risk assessments. If required CRB checks are carried out.

The school is in Option 1 and any contractors in school are employed by the LA.

COSHH

LA guidance is followed. A file detailing legal requirements and procedures is kept in the Headteacher's office.

Storage of such substances are clearly labelled, in locked cupboards which are not accessible to children

Assessments are carried out by the Head and Caretaker and appropriate control measures are adopted.

.A copy of Corporate Resources County Property Division COSHH and generic risk assessment information is kept in the office and is managed by the caretaker.

Curriculum Areas

Within the following curriculum areas:

- Design and Technology
- Science
- Physical Education, etc
- Art there is a statement about health and safety which identifies how risks within that subject should be controlled.

Disaster Plans

A Critical Incident Management Plan is in place and has been agreed by the governing body. Key holders have been identified:

Mr K Marriott – Caretaker

Mrs L Peach- Headteacher

Educational School Visits

Mr R Knowles is the school's educational school visits co coordinator and has attended relevant training. Risk assessments for all educational visits are carried out by Mr R Knowles and the relevant member of staff using the Evolve system and these are authorised by the Headteacher or LA depending on the level of risk. A copy of these are kept in a file (records of visits) in the Headteachers office

Environmental

Regular monitoring of the environment e.g. temperature, humidity, noise, dust lighting, ventilation, etc. is carried out by the Headteacher and Resources Committee and any appropriate action taken.

Fire

The duty holder is Mrs L Peach.

Fire procedures include:

A fire drill is carried out at least once a term and this is recorded in the 'Fire Risk assessments and associated documentation' file which is kept in the Red Box.

The fire alarm is tested weekly and this is recorded in the above file.

Annual checks and maintenance of fire alarms and fire fighting equipment are carried out by Property Services

- periodic checks of equipment, procedures and exits by the local fire brigade
- weekly checks of fire alarms by the caretaker
- regular checks of emergency lighting

All Fire exits are clearly marked.

On hearing the Fire alarm, all children are escorted by their member of staff directly and calmly to the Fire Assembly point.

- The Fire Assembly point is on the bottom playground.
- In the event of a fire or fire drill a roll call is carried out immediately.
- The school clerk, ensures all members of staff, visitors or adults sign in and sign out of the building. In the event of a Fire/Fire drill the school clerk carries out a roll call using this.
- The Headteacher is responsible for raising the alarm with the Fire Service, if applicable. In the event of the Headteacher not being on site, the next senior member of staff takes on this responsibility.
- No-one is allowed back in to the building unless it is safe to do so.
- In the event of a real fire, and the location is deemed to be unfit due to weather conditions, etc the Critical Incident plan will be used to ensure children are kept warm or safe from heat.

First Aid

Mrs E Curran is a paediatric First Aider, together with Mrs Swinscoe and Miss Kirkley.

First Aid boxes are located in each of the classrooms, one in the staff room and one in the school hall. Mrs Curran is responsible for maintaining the contents of all the first aid boxes. Each first aid box has plasters, antiseptic wipes, disposable gloves. Eye washes, sterile bandages and ice packs are kept in the staff room in the main first aid box.

Mrs Cornfield, Mrs Peach or Mrs Curran contacts the emergency services if required and parents if required.

Parents are notified by letter of any minor bumps or injuries. All accidents are reported according to LA guidance.

Inspection of the Premises

It is the responsibility of all staff to inspect their work areas and report any concerns to the Headteacher immediately.

Regular inspections are carried out, see the chart below.

Task	Role Responsible (overall responsibility – Headteacher)
Weekly checks of fire alarm	Caretaker
Monthly checks of emergency lighting	Caretaker
Administering first aid	Teachers, assistants
Checking first aid boxes	Mrs E Curran and all staff
Recording accidents	All staff
Reviewing accident book	Head teacher
Reviewing policy	Staff and Governors
Conducting termly inspections	Head and caretaker
Reviewing training needs	Head
Arranging/recording fire drills	Head and Mrs Cornfield
Arranging portable appliance testing	Clerk
Arranging servicing of fire extinguishers	Clerk
Recording incidents	All staff
Daily perimeter check	Caretaker

Lone Working

Lone working is not encouraged. The caretaker often works on site alone. He carries a mobile phone at all times to ensure he is able to access help should he need it.

Manual Handling

Staff receive regular training on safe practise, which includes safe lifting. The school makes arrangements as far as reasonably practical to avoid hazardous manual handling tasks that cannot be avoided.

Mechanical/Electrical

Pat testing is carried out annually by the LA and this is recorded in the Option 1 handbook.

Monitoring Auditing

Records of the testing and inspection of equipment and maintenance work carried out is documented and kept in the Option 1 file.

This includes:

- Fire-Fighting Equipment

- Electrical Equipment and Machinery
- Fire Alarms
- PE Equipment
- Fixed Electrical Systems

Health and Safety Plan Monitoring Schedule *(delete and amend as appropriate)*

Annual Checks

Item	Check By	Comments
Risk Assessments	Head and R Knowles	
Policy and Management Plan	Head and Governors	
COSHH	Caretaker and Head	
Review of Procedures	Head and all staff	
Manual Handling of Risk Assessments	Head	
Accident Reports	All staff and Head	
Cleaning Staff Procedures	Caretaker and Head	
Record Fire Appliance Test	Clerk	
Record PE Equipment Check	Clerk	
Check Completion of PAT Testing	Clerk	
Whole Staff Training- Refreshers	Head	
Non Accidental Injury Reports	Head	

Weekly Checks

Item	Check By	Comments
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Playground, Walls, Fences, Gates and Seats	Caretaker	
Fire Alarm Tests	Caretaker	

Daily Checks (by observation, discussion etc) (delete and amend as appropriate)

Item	Check By	Comments
Physical Intervention	All staff	
PE Safety	All staff	
Lettings (Safety)	n/a	
Communication of Health and Safety concerns to all staff	Head	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Head and Clerk	
Premises Inspection	Head and Governors	
Fire Log	Mrs L Peach	
Accident Reports	Head	
Fire Evacuation	Head and H Cornfield	
Visual Check of Electrical Equipment	All staff	
Premises Security	Caretaker	

Premises

A resources sub-committee of the governing body has been set to oversee premise decisions, to ensure safe practice.

Any persons using the premises for outside normal school working hours e.g PTFA, have access to the Health and Safety policy and First Aid policy. These are kept in the office.

Playground Safety

The playground is regularly inspected to ensure it is safe. Children are supervised on the playground, morning and afternoon break (key Stage 1) by two school staff. At lunchtime four mid day supervisors are responsible for supervising the children.

A playground risk assessment has been carried out.

Road Safety

A road safety policy is in place.

Parking restrictions are in place on the road outside school to ensure the safe crossing of children before and after school.

Appropriate risk assessments involving road safety are carried out for all visits outside school using the Evolve system.

Security and Site Access

There are a variety of security measures in place including movement sensitive lighting and alarm systems.

The main gates are secured from, 8.45 – 9.00am and 3.00 - 3.30 pm with access via door intercom systems. All visitors in school have to report to school via the main office, there is a buzzer on the external door for visitors for additional safety.

Anyone who enters the building is asked for their identity and checked.

Only persons who have had CRB clearance, which is authorised via agencies or via the schools normal vetting system will be left alone on school premises. All other persons will be escorted by a member of staff, whilst on school premises.

All persons must sign in and sign out of the visitors book.

No visiting person will be permitted to take photographs, that include children or staff, unless prior agreement has been sought.

Stress Management

The LA guidance for 'Management of Stress' will be followed. A copy of which can be found in the Safeguarding file, which is kept in the office. All staff and volunteers are made aware of this.

Training

All staff receive annual training on child protection, health and safety and first aid. All staff receive an induction book and are made aware of all policies and access to guidance materials.

Records of child protection training and safeguarding training are kept in the safeguarding file.

Violence at Work

All staff are made aware of LA procedures relating to abuse in the workplace. Full guidance is kept in the safeguarding file, which is kept in the office.

Welfare Facilities

The school ensures adequate provision and maintenance of toilet, washing facilities, provision of drinking water, for children and staff.

Staff also are provided with facilities for making hot drinks , heating food, as well as eating lunch.

Waste Management

Waste management guidelines and procedures from the LA are followed at all times

Wildlife Areas

The woodland area is used for Forest Schools for which risk assessments have been carried out and records of these are kept in the educational visits file.

Risk assessments are carried out for gardening activities.

The garden is fenced off.

The pond is fenced off and the gate is padlocked.

Risk assessments are in place for pond dipping activities.

Work Related Learning

The school hosts students for placements which the school has a written policy including health and safety arrangements.

**This policy is reviewed annually in the autumn term
Approved 2016**