

HEALTH AND SAFETY POLICY

FOR

Stonelow Junior School



Date	Review	Responsible	Named Governor
Nov 2022	Nov 2024	Headteacher	Dianne Webster

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 Health Safety and Wellbeing Service 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.

Catherine Byard

Dianne Webster

Headteacher

Chair of Governors

Date Nov 22

Date Nov 22

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.
- 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 workplace and the school generally.

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

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 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, eg. 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, eg. 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:

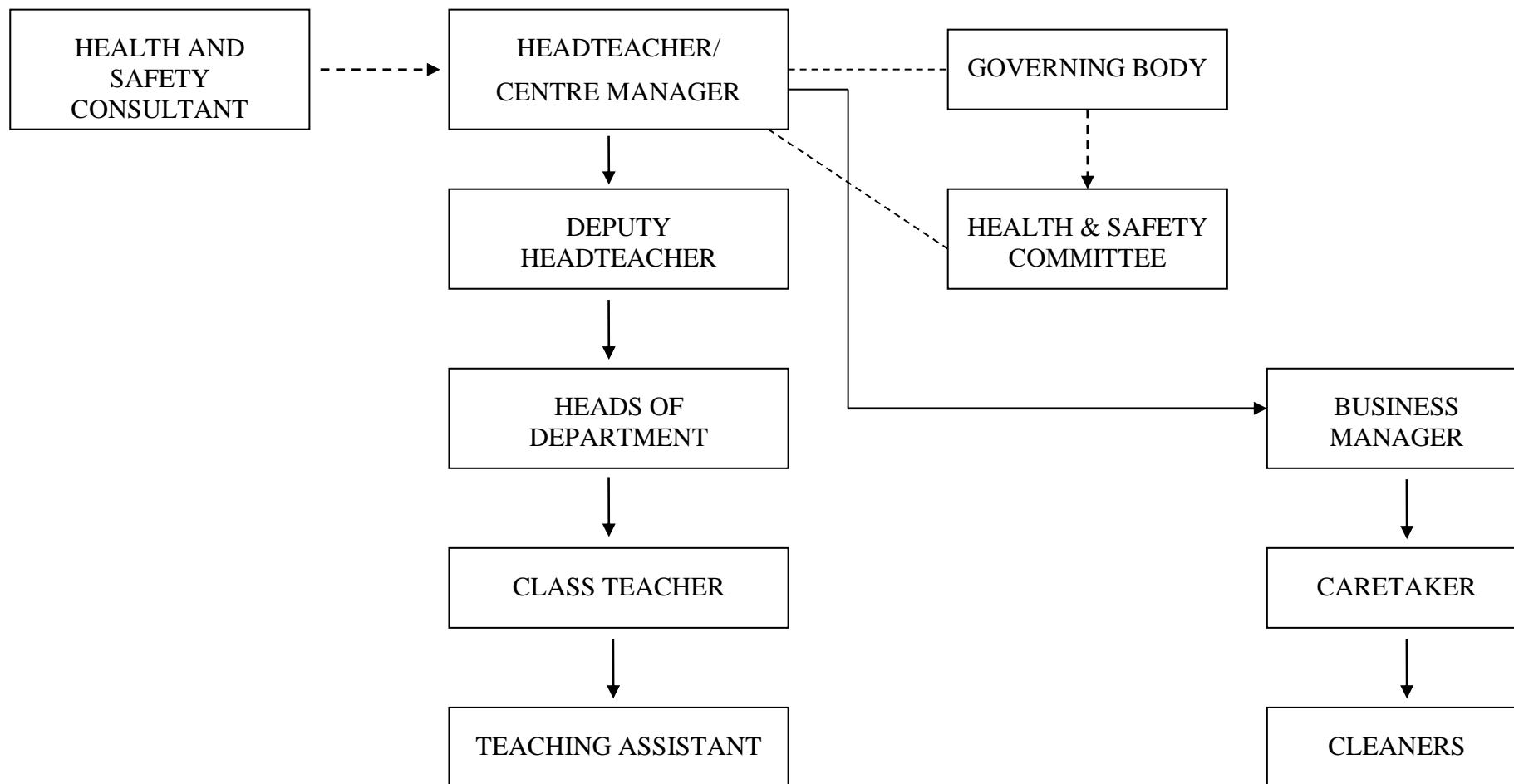
Exercise personal responsibility for the health and safety of themselves and others.

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.

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.

The following list of topics for which arrangements may need to be produced is intended only as a guide and you may need to add to the list or delete from it as required. Some procedures may be available in the form of “guidance notes” or “policies” produced by the LA. These should be scrutinised and adapted to suit the particular circumstances of your school. An example of this is shown in the Accident/Incident Reporting section below.

The arrangements need to be kept under review and will need to be added to as new or revised policy/guidance is issued by the Local Authority.

The “arrangements for” list is as follows: -

Accident/Incident Reporting

All accidents and incidents in Stonelow Junior School will be reported and recorded in line with the Local Authority accident reporting guidance. In Stonelow Junior School all staff will report all accidents to the Headteacher [s] who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held in the school office.

Accident Investigation

Accidents will be investigated by the headteacher.

Administration of Medicines

Arrangements for administering or none administering of medicines will follow LA guidelines and School Policy.

Adverse Weather

School will risk assess adverse conditions and make a decision in line with other schools in the cluster. In case of extreme heat Classrooms with air conditioning can stay open and children who wish to attend can attend. School will try and remain open in snowy conditions and keep pupils inside. If it is dangerous to attend school we will contact parents and shut school in order to safeguard families and staff.

Animals

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement will be covered by the appropriate risk assessment. Care must be taken to ensure the suitability of the animals kept for the age and abilities of the

pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals in school holidays. Only guide / assistance dogs and the school dog [risk assessed] will be allowed on the school grounds.

Asbestos

The school has an asbestos survey and register of the areas where asbestos is known to be present and a trained duty holder. The guidance will deal with how exposure to asbestos is to be prevented. The asbestos file is in the red box. There is an annual check carried out by the head and site manager.

Communication

Any health and safety concerns should be reported to the school office or Headteacher in the first instance.

Consultation with Staff

Health and safety will be an agenda item at staff meetings at least once a year when the policy is reviewed and when further training is provided or updated.

Contractors

Contractors undertaking work on their site must be competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. Work is usually commissioned through the LA.

COSHH

The caretaker maintains a list of COSHH assessments and is responsible for safe storage of relevant items. These relate to cleaning materials.

Critical Incident Management Plan

This is updated annually and copies stored in school and at Holmesdale Infant School.

Curriculum Areas

If there is an activity in any curriculum area with a perceived risk these will be risk assessed by the teacher in charge.

Disaster Plans

Disaster recovery plans are agreed by the GB and updated annually by the clerk. These include plans to deal with explosions, bomb scares, escape of dangerous

substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE) follows LA guidance. Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Educational School Visits

The Headteacher is the educational visits coordinator and together with the clerk ensures appropriate forms and risk assessments are recorded before a visit. Stringent management systems ensure of staff and pupils are not put at risk.

Fire

Fire procedures, to include:

- The headteacher is the duty holder
- Fire Risk Assessment details are held in the red book in the red fireproof cabinet
- The fire evacuation procedures correspond with blue procedure notices and state who will contact the emergency services
Testing of the fire alarm (including the recording of the tests) is carried out by the caretaker
- Termly fire evacuation drills are recorded in the head's office
- Inspection and service of fire fighting equipment is carried out by the LA and recorded by the clerk

First Aid

First Aid procedures, to include:

- All staff have received first aid training
- Location of first aid box – photocopy room, small kitchen, office
- Who is responsible for maintaining the contents of the first aid box - clerk
- The clerk will contact the emergency services if required
- Procedures for notifying parents – clerk will telephone

Housekeeping/Storage

Class teachers must ensure all items are stored safely and the maintenance of access to egress routes – cloakrooms must be kept tidy so items are not a trip hazard and do not prevent safe and rapid emergency evacuation.

Inspection of the Premises

The HT and CoG carries out a full inspection annually. Daily inspections are carried out by the caretaker and any actions shared with the Headteacher. Staff also give feedback regarding any concerns.

Annual fire and asbestos inspections are carried out by the HT

Lockdown

There is a lockdown policy and procedures. Staff are aware of these.

Lone Working

There is a risk assessment which must be followed for lone working.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Lifting Equipment

Risk assessments are in place for any heavy lifting needed in school.

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.

Each school should make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

Mechanical/Electrical

PAT testing is carried out annually. New equipment is tested at the next inspection.

Monitoring Auditing

The policy is reviewed annually or if there are significant changes notified by the LA. An annual audit is carried out in the summer term and an action plan produced for governors.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of the health and safety management system documentation. These are monitored by the Headteacher.

The following list is a guide to the equipment and practices for which records should be kept but you may wish to add to it or delete from it as appropriate.

- 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
- Lifts
- Fume Cupboards
- 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 *(delete and amend as appropriate)*

Annual Checks

Item	Check By	Comments
Risk Assessments		
Policy and Management Plan		
COSHH		
Review of Procedures		
Risk Assessments		
Manual Handling of Risk Assessments		
Accident Reports		
Technology Room		
Cleaning Staff Procedures		
Record Fire Appliance Test		
Record PE Equipment Check		
Check Completion of PAT Testing		
Whole Staff Training- Refreshers		
Non Accidental Injury Reports		

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats		
Fire Alarm Tests		
Minibus – Routine Checks		
Minibus – First Aid Kit		

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

Item	Check By	Comments
Physical Intervention		
PE Safety		
Lettings (Safety)		
Driver minibus checks		
Communication of Health and Safety concerns to all staff		

Termly Checks

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

Moving and Handling of Pupils

A risk assessment and individual care plan is in place for pupils who require it. A PEEP is included in the fire safety file for safe evacuation of pupils.

One off Activities

One off activities will be risk assessed by staff and the Headteacher

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc. follow the LA Educational Visits Policy.

Personal Emergency Evacuation Plans (PEEP's)

A PEEP is included in the fire safety file for pupils who require it.

Personal and Intimate Care

A policy is in place and followed by staff.

Personal Protective Equipment

Any protective equipment will be stored securely in the caretaker's office.

Positive Behaviour Support Including Physical Intervention

A policy is in place and followed by staff. Records are made of physical intervention.

Premises

Arrangements for the use of premises outside normal working hours, eg. entertainment licence, what information should be passed to groups who use the premises, etc?

Classrooms/offices.

Plant/Boiler Room.

Playground Safety

MDS are employed to supervise pupils at lunchtime. Staff will supervise any break times. The grass is used when safe to do so. Playground equipment is checked weekly to ensure it is safe.

Risk Assessments

DCC risk assessments are shared and adhered to.

Road Safety

The car park is not accessible to parents unless special arrangements need to be in place for pupils and families.

Security

The school playground and is locked and secure throughout the school day. There is an electronic signing in system for staff and visitors. The front door is opened by a fob [staff have one each] or by a switch operated from the Office.

Site Access

Staff, pupils and visitors can leave the building easily in an emergency through a number of emergency exits throughout school. The playground is accessible for emergency vehicles.

Stress Management

Stonelow has a communication policy in place and has signed up to the Education staff wellbeing charter. Governors conduct an annual stress survey and act on any issues. Staff wellbeing is considered in any decision made that will impact on the adults in school.

Training

CPD is in line with School priorities as well as the individual needs of staff. These are logged by the SBM in school.

Violence at Work

A policy is in place and being followed.

Welfare Facilities

Facilities are in place for staff to ensure their wellbeing and comfort. Break times are scheduled so that staff can have toilet breaks and a drink.

Waste Management

Bins are locked away until each collection day.

Wildlife Areas

School wildlife areas are looked after by the caretaker and staff. Risk assessments are in place for work completed around water [eg the school pond].

Work Related Learning

Schools have policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

School works in conjunction with the colleges / Universities to ensure that the relevant policies and risk assessments are in place and being followed.

Working at Heights

A working at heights risk assessment is in place. Staff are discouraged from working at height. Any working at height should only be done using the correct equipment and support.