

**Health & Safety Guidance  
Children & Younger Adults Department**

**FORMULATION OF A  
LOCAL HEALTH & SAFETY  
POLICY**

Review Date	Changes Required	Name & Position

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## **GUIDANCE ON FORMULATION OF LOCAL HEALTH AND SAFETY POLICY**

In addition to the County Council Policy each establishment must issue its own local health and safety policy.

The following information provides an indication of the format and contents of such a policy and points towards the arrangements to be included. This list of suggested headings is not exhaustive and individual establishments must identify their own specific and additional needs and include these in their policy. Each policy should identify the points (and therefore post holder) who will be responsible for implementing and monitoring the specific tasks.

Health and Safety is a condition of service issue and therefore must be negotiated with the Trade Union appointed Health and Safety Representatives where one or more are appointed in a school.

Any implementation or review of any Health and Safety documentation must be by negotiation with the Trade Union appointed Health and Safety Representatives.

Please see the section on "Health and Safety Representatives and Safety Committees" section in the Health Safety Policy and Guidance section on the Derbyshire Net for Learning (DNfL) for full details.

### **WRITING A HEALTH AND SAFETY POLICY FOR YOUR ESTABLISHMENT**

#### **INTRODUCTION**



Section 2 (3) of the Health and Safety at Work Act 1974 requires every employer of 5 people or more to produce a "written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees". This policy statement must be revised "as often as may be appropriate". This means that a health and safety policy statement must be a "living" document which changes as the organisation changes.

To produce a single document which would be acceptable and cover all Children's Service establishments, including schools, Children Centres, Area Offices, Adult Education Centres etc., would be impractical, so the LA has decided to write a policy statement which outlines the management structure of the Authority and the general requirements.

The responsibility for producing a Health and Safety Policy for each individual establishment has been delegated to the establishment management team. In a school, this means the Board of Governors, Headteachers plus other members of the School Management. Every school will be expected to produce a policy, irrespective of the

number of employees. In other establishments it will be the responsibility of the manager and management team.

## **STRUCTURE OF THE HEALTH AND SAFETY POLICY**

### **What makes up a Safety Policy?**

The Safety Policy is made up of three broad parts:-

1. **A general statement of intent** which sets out the aims and objectives of the establishment in terms of Health and Safety.
2. **The organisation for implementing the policy**, including specific responsibilities allocated to individuals. Each member of staff in your organisation has some degree of responsibility for health and safety. The Health and Safety Policy should detail each staff member's responsibilities by job title and by name and will show how these knit together into a structure capable of efficiently managing Health and Safety.
3. **The arrangements for carrying out the specific functions**. These are likely to take the form of written procedures and should include provision by which the policy will be monitored to establish its effectiveness.



Note: Arrangements may refer to other documents where necessary i.e. the Children and Younger Adults Department guidance on dnfl, CLEAPPS guidance, lesson plans etc.



Establishments should formally adopt or adapt this guidance where appropriate to form the basis of their arrangements for health and safety and thus the Arrangements Section of their Safety Policy. There will need to be statements as to how this will be implemented in the particular establishment. The establishment should then add to this document their own Safe Systems of Work and Risk Assessments relevant to the establishment where their operations are not covered by the Authority's guidance or where that guidance is not specific enough to complete the document.

### **Part 1. General Statement of Intent**

This should be a declaration of your intent (as an employer) to seek to provide the safest and healthiest working conditions possible, and to make sure the employees act responsibly by not placing themselves or anyone else at risk due to their work activities. This section can be quite short and should show, in broad terms, the approach to Health & Safety and establish a 'Health and Safety culture'. Items for inclusion in this statement should include:-

- a) identification of the establishment;
- b) a declaration of the managements intention to provide a safe and healthy environment and conditions for employees, pupils and visitors and to ensure that the work and activities carried out by the school do not adversely affect the health and safety of other people;

- c) reference to the need for consultation between management and staff on Health and Safety issues, in particular before allocating health and safety responsibilities to individuals;
- d) reference to the intention to seek expert advice, where necessary, in order to determine risks to Health and Safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management;
- e) commitment to provide adequate training and information in respect of health and safety risks and in order to enable them to carry out their health and safety duties.
- f) reference to the need for support from everyone to enable the objectives of the policy to be fulfilled;
- g) reference to the LA Health and Safety Policy and the intention to implement the requirements of this policy where appropriate;
- h) reference to the compliance with the Health and Safety at Work Act and other relevant legislation.
- i) the date and signature by the Chair of Governors and Headteacher.

#### **Draft health and safety policy**

The Children and Younger Adults Health and Safety Section has produced a draft health and safety policy that school/establishment can adopt and adapt for their own establishment. Any further help or guidance can be obtained by contacting the area health and safety adviser.

# **HEALTH AND SAFETY POLICY**

## **FOR**

### **Sudbury Primary School**

This policy is in addition to the Derbyshire County Council Policy. It is specific to our school and has been written to benefit staff, pupils, visitors and other users of our premises.

#### **Purpose**

The aim of this policy is to:

- Ensure all reasonably practical steps are taken to ensure health, safety and welfare of all persons using the premises.
- Ensure all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

## **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

### **Statement of Intent**

The Governing Body and Headteacher of Sudbury Primary School 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 Headteacher 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 Headteacher 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.

Name

Name

Sign

Sign

Headteacher

Chair of Governors

Date

Date

## **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.

At Sudbury Primary School the Governors will ensure that:-

- The school has a health and safety policy (which is based on guidance from DCC CAYA policy guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The policy was agreed by the governors on \*\*\*\*\*.
- 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.
- That the Resources Management Committee of the governing body will discuss and review safety issues at each meeting, will make decisions regarding Health and Safety and will ensure action is carried out. Decisions made and action taken will be reported to the full governing body.
- 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 at Sudbury Primary 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 will 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.
- Where individuals within the school staff are allocated appropriate duties in terms of health and safety management, 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.
- 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.
- 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 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 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.

**Responsibilities of the Centre Manager (At Sudbury Primary School this is also the Headteacher)**

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

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

- A health and safety policy is developed in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their setting.
- 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 setting staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the settings 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.
- An annual report on health and safety is prepared and presented to the District Managers.
- Inspections of the setting are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The setting 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 setting meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receives adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing training and students on work experience) receives as a basic minimum induction training on their first day in the setting.
- 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 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 setting. 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 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.
- 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.

- There is appropriate liaison and consultation with Trade Union representatives.

### **School health and safety co-ordinator At Sudbury Primary School this is also the Headteacher)**

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 Governors 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.

### **Teaching/non-teaching staff holding positions of special responsibility**

This includes Teachers, Teaching Assistants, clerical staff and cleaners in charge. They have the following responsibilities:

Apply the school's health and safety policy or relevant CAYA 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.

Commented [h1]: Remove?

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.

Commented [h2]: Not necessary?

### **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 Headteacher.

Set a good personal example.

### **All Employees (To include lunchtime supervisors, kitchen staff, Burton Albion staff and afterschool staff)**

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 (who in this case is 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.

### **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.

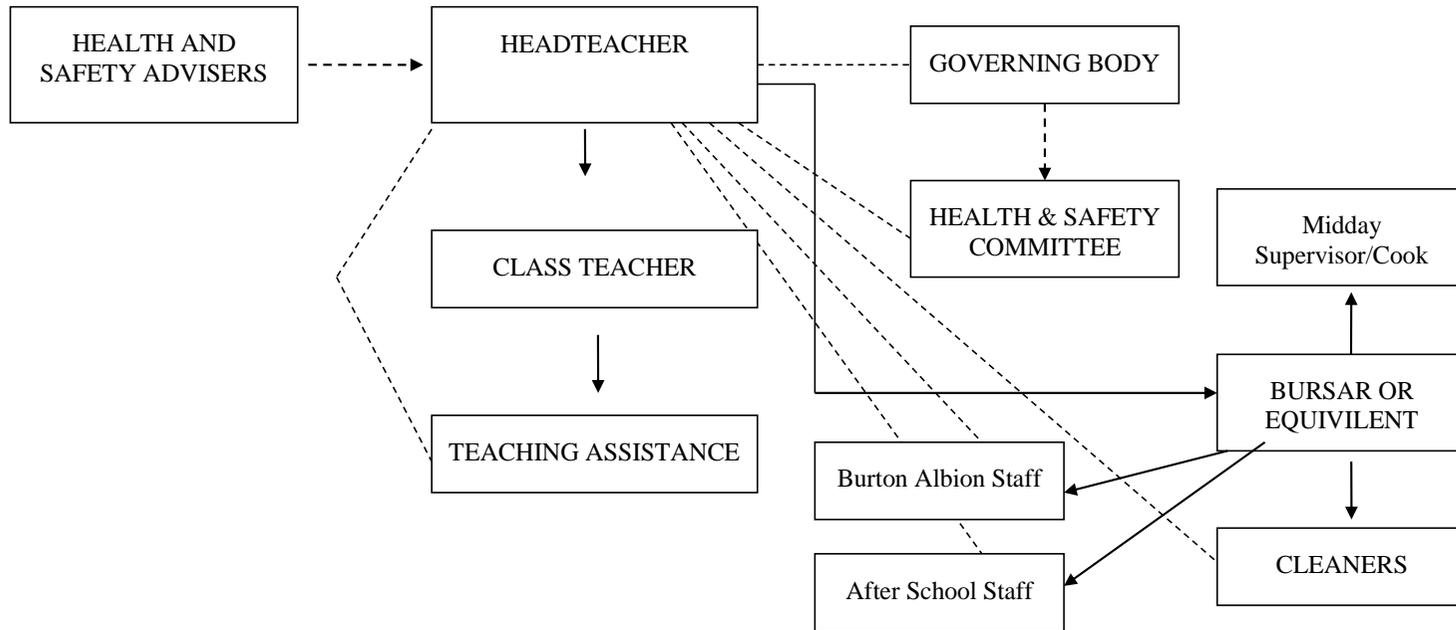
Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

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

**Parents** are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

## Organisational Responsibility for Health and Safety



## **Arrangements for Health and Safety**

### **Accident/Incident Reporting**

All accidents and incidents in Sudbury Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Sudbury Primary School all staff will report all accidents to Nicola Shipley 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 at the school office.

Any pupil complaining of illness or who has been injured is sent to a qualified First Aider to inspect and, where appropriate, treat.

- b) All incidents, ailments and treatment are reported in the accident book.
- c) Incidents of violence are recorded in the 'Violent Incidents' book, kept in a locked cabinet in the School Office.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- f) If staff are concerned about the welfare of a pupil they should contact the Headteacher immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Accident Investigation**

If an accident occurs in school, it will be investigated by the Headteacher, with support from any staff who were present at the time of the accident. It will be investigated in line with DCC guidance and H&S advisers will be contacted if advice is required.

### **Administration of Medicines**

A policy for administering medicines is in place in the school.

A trained First Aider will administer medicines only upon receipt of a parental consent form and with the agreement of the Headteacher. This must be done in accordance with Derbyshire County Council Guidance 2006, 'Administration of

Medicines', copies of which are kept in the School Office The Flow chart at Appendix 1 summarises our adopted procedures.

- b) Medicines are stored in a locked cupboard or a refrigerator in the staff kitchen. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in the classroom. Pupils are supervised by a First Aider when taking their asthma medication as age appropriate.

**Commented [h3]:** Still trying to find out if this has been updated

## Asbestos

The school carries out an asbestos survey on an annual basis. All areas where asbestos is known to be present is recorded in a register and kept in the school office. The Headteacher has completed training in relation to asbestos risk and is aware of how exposure to asbestos can be prevented. This has been disseminated to all staff. Will complete training on 1/12/15 and then ensure above is carried out

**Commented [h4]:** Got to check that this is the case

## Communication of Information to Users of the Premises

Health and Safety is an agenda item for all staff and governor meetings. This enables all staff and governors to be kept fully informed of any updates in regards to Health and Safety in school, will inform them of any issues and provide them with the opportunity to report any concerns they have in relation to Health and Safety in school.

All staff have been made aware of Health and Safety procedures in school and where they should record Health and Safety concerns/accidents in school and the protocol they should follow. The communication and clarification of this information was via a staff meeting dedicated to Health and Safety. Such a meeting is held on an annual basis, after the Health and Safety Policy has been updated. Any staff absent from the meeting are informed separately and any new staff are provided with induction materials which include key Health and Safety procedures.

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Administration Officer.

**Commented [h5]:** Staff meeting to be hel 22/11/15 to update all staff on procedures. Me and Nicky meeting on week of 30<sup>th</sup> to create induction pack for new starters.

**Commented [h6]:** Staff meeting to be hel 22/11/15 to update all staff on procedures. Me and Nicky meeting on week of 30<sup>th</sup> to create induction pack for new starters.

## Consultation with Staff

Staff are consulted about Health and Safety arrangements via staff meetings. Please see above. consultation with union elected health and safety representatives.

**Commented [h7]:** Have you any idea of how this should be phrased/included as no staff in school choose to be a union representative?

## Contractors

All documents related to Health and Safety are sought on arrival to school site by the school business manager. This includes certificates to demonstrate competency, documents to prove contractors are adequately insured and appropriate risk

assessments to prevent injury to anybody in the vicinity including pupils, staff and visitors.

## **COSHH**

The only hazardous substances held in school are those used by cleaners. These substances are kept away from the pupils, in lockable cabinets. They are most often used at the end of the school day.

## **Design and Technology**

To fulfil the statutory requirements of the National Curriculum, pupils are taught how to use a range of tools in school. Prior to being allowed to use this equipment, full demonstrations are given by teaching staff to show the pupils how to use it safely. Clear sets of rules are given which pupils must adhere to. Pupils are fully supervised when using this equipment. If pupils use equipment incorrectly and unsafely they will no longer be able to use it. When new equipment is introduced in school, risk assessments are carried out to identify and prevent risk of injury to pupils and staff. All equipment is kept in a lockable cabinet.

## **Disaster Plans**

The school has a continuity plan which should be followed in these circumstances. In case of such emergencies, class teachers should remain with their classes and ensure their safety, which may perhaps be safe evacuation. The business manager will contact the emergency services or the Headteacher in their absence.

## **Display Screen Equipment**

Staff are required to carry out visual inspections of DSE before each use. A list of safe practices in relation to DSE are on display within each classroom. Staff are reminded about this safe use during the annual staff meeting dedicated to Health and Safety and new staff are given this information on induction. Staff are offered a free eye test.

Pupils are taught about the safe use of DSE during Computing lessons, before they use the equipment. These procedures are revised regularly throughout the year.

## **Educational Visits**

The Headteacher is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff should use the online 'Evolve' system to request a trip to be authorised and follow procedures outlined in the forms. The school uses a specific bus companies who are well established and experienced in transporting children. Risk assessments are carried out before visits take place. Each member of staff who is taking part in the visit is required to take a mobile phone with them and an up to date list of emergency contact numbers for all pupils who are on the visit. A trained first aider will always

accompany the visit, unless the visit is to another school or educational setting where trained first aiders will be present.

## Environmental

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

**Commented [h8]:** Do you have any idea of what to include here? I am not sure I do! If it gets too cold we put the heating on! If it is dark we switch the lights on!

## Fire

The duty holder is the Headteacher.

Fire exits are clearly labelled and plans showing exit routes are displayed by the door of each classroom. Fire bells and fire doors are tested weekly by the Administration Officer. A fire drill is practised three times a year and timings of these drills are recorded by the administration officer.

Fire appliances are checked annually. These checks are organised and recorded by the administration officer (Business Manager). Should the fire alarm sound, the class teachers will remain with their classes at all times. The Administration Officer will call the emergency services UNLESS they are not in school at that time. If the Administration Officer is not in school, the Headteacher will contact the emergency services. If both the Administration Officer and Headteacher are out of school, a class TA will contact emergency services to ensure that class teachers remain with their classes at all time.

## First Aid

First Aid procedures, to include:

- Name(s) of First Aider(s)
- Name(s) of appointed person(s), if any?
- Location of first aid box(es)
- Who is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).
- Who will contact the emergency services if required?
- Procedures for notifying parents, e.g. when and how.

**Commented [h9]:** To go through during staff meeting.

## Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. Members of staff should not have hot drinks in the classroom when the class is present.

## **Inspection of the Premises**

Inspection of the premises is carried out on an annual basis by the Headteacher and Governor with responsibility for Health and Safety.

## **Lone Working**

Should staff choose to work at school early in the morning, late at night or during weekends or holidays, they should take all measures to ensure they remain safe. During these times they should always ensure that someone knows that they are intending to be in school during this time (staff should inform the Headteacher if they intend to work in school during holiday time), that they have the lights on and have the use of a working mobile phone. All external doors should be kept locked. No lifting or use of ladders should be carried out when working alone.

## **Manual Handling**

All hazardous manual handling operations should be avoided so far as is reasonably practicable. The risk involved in any hazardous manual handling operations that cannot be avoided should be assessed and reduced as far as is reasonably practicable, to reduce the risk of injury.

## **Electrical**

All staff using electrical equipment should carry out visual checks before they begin to use it. If any concerns are held these should be reported to the school office and recorded in the Health and Safety log. The equipment should not be used until it has been checked by an appropriate person or repaired/replaced. All equipment is annually PAP tested, including personal items brought into school by staff. Staff are not permitted to use personal equipment until it has been PAP tested.

## **Monitoring Auditing**

This implementation of this policy is monitored by the Headteacher, who will report this monitoring to the Health and Safety Governor. The policy will be annually audited and reviewed by the Headteacher and Health and Safety Governor. Monitoring records will be used to carry out evaluations and amendments as necessary.

Records of the testing and inspection of equipment and maintenance work are made by the school's Business Manager.

Records of the following testing and inspection documents can be found at the school office:

- Fire-Fighting Equipment
- Fire Alarms

- Ladders and Stepladders
- Evacuation and Practice Drills
- PE Equipment
- Pressure System

**Health and Safety Plan Monitoring Schedule** (will go through this with Nicki)

**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		
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		

### 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		

### Personal Protective Equipment

Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

Commented [h10]: I don't think we have any but will check with cleaners.

### Premises

Part of the premises (dining hall adjacent to main school building) is used daily by the Kid's Corner nursery group, from 8.00-11.30am. The group have been given a copy of this Health and safety Policy and have been asked to report H&S concerns in the same way as Sudbury Primary School Staff. The group also have their own risk assessments and H&S procedures in place to reflect the nature of their work and the age of the children who attend the group.

### PE Equipment

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

### PE Safe Practice

All staff have access to the P.E. policy saved on the server.

### Playground Safety

The playground is supervised by two members of staff during playtimes and two midday supervisors at lunchtime. Visual checks of the playground are carried out by

duty staff. Any concerns are reported and recorded in line with school procedure. If any concerns do arise after these initial checks have been made, pupils are instructed accordingly to ensure their safety.

Staff actively encourage pupils to play safely and discourage rough games. Equipment is supervised whilst in use.

Visual checks of the playground are also made at the beginning of each half term by the Headteacher.

### **Risk Assessments**

Risk assessments are carried out for all activities which are deemed to hold a potential risk to the pupils and these are reviewed annually. New members of staff are informed of where risk assessments can be found. When any new activities are introduced, which are deemed to hold a potential risk, new risk assessments are carried out and disseminated to those involved.

### **Road Safety**

Parents are regularly reminded to use the school car park safely when dropping off and collecting their children from school via the school newsletter. During all other times of the day (with the exception of lunchtime which is mentioned below), the playground gate is locked to ensure pupils do not come into contact with vehicles using the site.

During lunchtimes, pupils are required to walk through the playground and car park to enable them to cross the road to the dinner hall. The pupils are escorted across the road by two members of school staff (teacher/teaching assistant and lunchtime supervisor on the way and two midday supervisors on the way back). Pupils are required to walk in twos and remain quiet during the walk.

### **Security**

Visitors are asked to enter school via the front entrance so that they can be met by an appropriate member of staff. A visitor book is in place in reception for all visitors to the school site to sign in and out of to enable school staff to be aware of any visitors on site during the school day.

At night, all exits to the school are securely locked and an alarm is set. The school's main gates are also padlocked to prevent access to the site.

All external doors used by the pupils during the day have high bolts fitted to prevent pupils from opening doors themselves. Keys are not used on these doors in case they need to be used to exit the school during a fire.

### **Stress Management**

Please refer to Sudbury Primary School Stress Management Policy.

### **Training**

New members of staff are provided with induction materials which cover Health and Safety and Safeguarding procedures and requirements. Any training which staff have undertaken is recorded and dates for renewal of training are noted so that all training can be kept up to date. At induction and through the yearly staff meeting which focuses on Health and Safety, staff are made aware that they are entitled to request any specific training in relation to Health and Safety should they feel it is required.

### **Transporting Pupils**

Staff and volunteers who transport pupils in their own cars must be suitably insured. Parents must give written permission for this to take place, being asked to provide a booster seat if their child is below the height stipulated in law.

### **Violence at Work**

Please see separate Violence at Work Policy. Any violence behaviour towards staff in school should be reported to the Headteacher immediately. If it is the Headteacher who has behaved in a violent manner, the Chair of Governors should be contacted instead.

### **Welfare Facilities**

Separate toilets are provided for pupils (boys and girls) and staff. Adequate washing facilities are provided for pupils and adults to wash their hands after using the facilities. Drinking water is available to all pupils throughout the day in their water bottles, which are rinsed and sterilised weekly. Staff are provided with drinking water in the staff kitchen area, where hot drinks and food can also be prepared.

### **Waste Management**

Waste is removed from the school building on a daily basis by the cleaners. It is disposed of in the appropriate bins which are provided by DCC. It is collected on a weekly basis.

### **Forest School**

Staff who teach Forest Schools have had an appropriate level of training to enable them to safely do so. This includes more advance first aid training. When pupils are conducted in Forest School activities, they are always supported by two members of teaching staff (one being a teaching assistant). The pupils are always informed about H&S procedures relating to the tasks they are carrying out and clear demonstrations are given as to how to complete the task safely. All areas around the school grounds which are used for Forest Schools are maintained appropriately. Staff carry out visual checks before using the areas and equipment to ensure it is safe to do so.

### **Work Related Learning**

Sudbury Primary School welcomes work experience students from local secondary schools. When students begin placements at Sudbury Primary School, they receive an induction to the school, which includes Health and Safety and Safeguarding information. A conversation between the Headteacher and the person responsible for Allocating work experience placements will take place before the placement begins and during this conversation, any H&S concerns/issues/procedures from secondary school will be discussed.

### **Working at Heights**

Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose. Stepladders are located in the Administration Office and in the boiler room.