

Health & Safety Guidance

Children' Services Department

FORMULATION OF A

LOCAL HEALTH & SAFETY

POLICY

Review Date	Changes Required	Name & Position

"All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract's termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies".

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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.

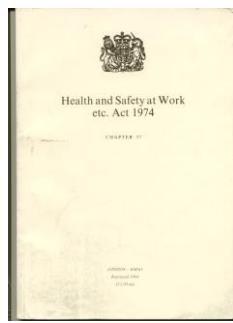
Health and Safety is a condition of service issue and therefore must be negotiated with the Trade Union appointed Health and Safety Representatives where one or more are appointed in a school.

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 Childrens Services Department guidance on the S4S site, 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's Services Health and Safety Section has produced a draft health and safety policy that school/establishment can adopt and adapt for there own establishment. Any further help or guidance can be obtained by contacting the area health and safety adviser.

HEALTH AND SAFETY POLICY



Reviewed/Adopted:	February 2021
Next Review Date:	February 2022
Review Frequency:	Every year
Reviewed By:	RM

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

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

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

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far as 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.

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.

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.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS 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 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 (the Headteacher) has the following responsibilities:

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

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

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

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

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

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

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

Teaching/non-teaching staff holding positions of special responsibility

This includes the senior teacher, teachers, curriculum leads, teaching support, school administrators, cooks, caretakers and cleaners have the following responsibilities:

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

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

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

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

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

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

Investigate accidents that occur within their areas of responsibility.

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

Class teachers

Class teachers are expected to:

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

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

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

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

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to 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, 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:

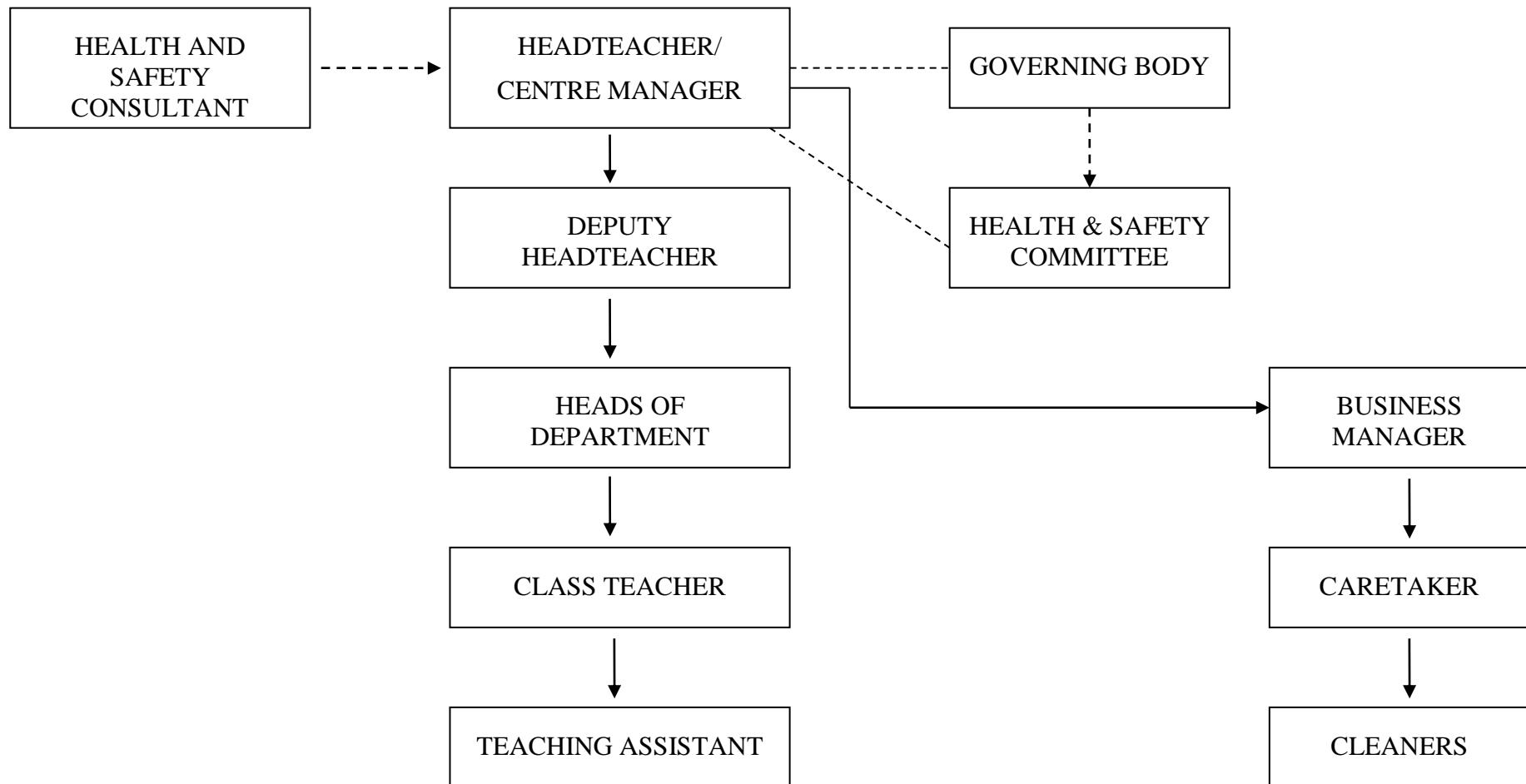
Exercise personal responsibility for the health and safety of themselves and others.

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.

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 at Curbar will be reported and recorded in line with the Local Authority accident reporting guidance. In Curbar all staff will report all accidents to the Headteacher (or the Senior Teacher in his absence) 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

Please refer to the Accident/Assault Reporting Policy.

Administration of Medicines

Please refer to the Administration of Medicines Policy.

Adverse Weather

Please refer to the Adverse Weather Risk Assessment.

Animals

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement. Care, obviously, 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.

Asbestos

The school has had an asbestos survey (non-destructive) and has a register indicating that there is no known asbestos on site (Survey May 2001). However, please refer to the guidance will deal with how exposure to asbestos is to be prevented.

Communication

During induction and at the start of each year staff are reminded how to communicate concerns (see below) on the understanding that Health and Safety ‘are everyone’s responsibility’.

Consultation with Staff

There is an agenda item at the weekly briefing for staff to discuss any health and safety arrangements. There is a ‘Hazard Reporting’ book accessible to all staff in the staffroom in which they can detail any health and safety concerns. This is checked weekly by the headteacher. This information is communicated at staff induction (please refer to the staff induction folder which contains the Health and Safety Policy). Key information is also contained within the ‘Information for visitors and volunteers’ booklet.

Contractors

The school is responsible for ensuring that all contractors undertaking work on their site are 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, and visitors or to a lesser extent, trespassers. Please refer to the ‘Issuing of Permits to work Procedure’ and Contract/Service Providers guidance.

COSHH

Please refer to the COSHH guidance. All ‘hazardous’ cleaning equipment is stored in the staff toilet. This door has a high safety latch to prevent pupil access and a key code. Please refer to the Intimate and Personal Care policy for guidance on how to dispose of bodily fluid spillages.

Curriculum Areas

Please refer to subject policies.

Disaster Plans

Please refer to the Critical Incident Plan and Business Continuity Plan.

Display Screen Equipment

Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

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.

Please refer to the guidance on Display Screen Equipment (DSE).

Educational School Visits

Please refer to the Off Sites Visit policy. The Headteacher is the Educational Visits Coordinator (EVC)

Environmental

Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time. Please refer to 'Inspection of Premises' guidance and Risk Assessments for key school areas.

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust lighting, ventilation, etc. will be assessed during inspections.

Fire

Fire procedures, to include:

- Name of the duty holder (the Headteacher)
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

This information is available in the 'red box' in the school office.

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.

This information can be found in induction procedures and paperwork in the 'red box' and Health and Safety folder.

Please refer to the First Aid policy.

Housekeeping/Storage

All potentially hazardous materials stored in locked staff toilet. Egress and evacuation routes checked in accordance with Fire Safety Management and Fire Risk Assessment Guidance. Documents available in the 'red box'.

Inspection of the Premises

A health and safety walk (formal inspection) is completed once a term with the headteacher and health and safety governor. The headteacher completes a weekly health and safety inspection. Other inspections are carried out as indicated in the Health and Safety Plan Monitoring Schedule. See 'red box' details.

Lockdown

Please refer to 'Lockdown' guidance.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

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.

Please refer to the Lone Working guidance.

Lifting Equipment

Arrangements for ensuring the safe use and maintenance of lifting equipment

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.

Please refer to the manual handling guidance.

Mechanical/Electrical

PAT testing carried out annually. Fire equipment testing carried out as per the Fire Safety Management and Fire Risk Assessment guidance.

Monitoring Auditing

The policy is reviewed annually. An annual audit is carried out from which an action plan is created and monitored by the Resource Management committee and headteacher. An annual health and safety report is issued to governors.

Records of the testing and inspection of equipment and maintenance work carried out should be maintained as part of your health and safety management system documentation, but do not need to be included in the health and safety policy itself.

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

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		

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

Item	Check By	Comments
Physical Intervention		
PE Safety		
Lettings (Safety)		
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

Arrangements for safely moving and handling pupils who require assistance to move. Refer to 'Physical Intervention' procedures and 'Positive Behaviour Support' policy.

One off Activities

Arrangements for identifying and controlling the risk involved with "one off" activities, e.g. outward bound activities, etc. Refer to guidance and Risk Assessments.

Out of School Activities

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc. Refer to guidance.

Personal Emergency Evacuation Plans (PEEP's)

Arrangements for assisting anyone who requires assistance to evacuate the building in an emergency

Personal and Intimate Care

Refer to Personal and Intimate Care policy.

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.

Positive Behaviour Support Including Physical Intervention

See above.

Premises

Arrangements for the use of premises outside normal working hours, e.g. entertainment licence, what information should be passed to groups who use the premises, etc
Classrooms/offices.
Plant/Boiler Room.

One off Activities and Out of School Activities

Please refer to the Off Sites Visits policy

Premises

Risk Assessments are carried out if the PTFA use the premises.

Playground Safety

Please refer to the break and lunchtime supervision rota. There are a minimum of two staff on duty who are positioned to see all areas of the playground.

Risk Assessments

Risk assessments are carried out as indicated under current health and safety legislation, e.g. general assessments, Coshh assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

Security

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' book located at the main office. The office staff, as admitting adult, will take responsibility for the visitor when she is on duty. At other times the Headteacher (or delegated senior teacher) is primarily responsible as 'admitting adult'. The Headteacher will designate a member of staff to act as admitting adult at times when he knows that the school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book.

Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, he or she will establish:

- i. The identity of the visitor (if appropriate by asking for an identification document);
 - if the visitor is working on site they should provide – evidence of address and official photographic identity (passport, driving licence, work issue card) on or before their first day of work
 - if the visitor is a volunteer previously unknown to the school, who will have supervised access to the children they should provide an acceptable form of identification
- ii. The purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait outside the front door, ensuring it is secured and inform the office, deputy head or Headteacher immediately.

Office staff will check the visitors' book at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

In the event of an emergency evacuation of the premises, a member of the office staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Headteacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Headteacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to all other schools, the LA, the police and alerting all staff).

The Headteacher is responsible for ensuring that the procedures in this policy are followed by all staff.

Security and Entering the School during School Hours.

Any person arriving at the school for entry will be either;

- i) let in by the secretary having been appropriately identified or
- ii) admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be required to sign the visitors' book, noting date, location, name, time in and out and reason for visit. If arriving by car, details of the registration may be recorded.

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any children are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the children quietly away to a more remote location.

Site Access

Arrangements for safe access and egress of staff, pupils, visitors and associated vehicles.

Stress Management

Please refer to the Management of Stress policy and accompanying guidance.

Training

Regular Performance Management reviews assess the need for any particular training needs.

Violence at Work

Please refer to the Violence at Work guidance.

Welfare Facilities

A staff toilet is available beneath the stairs. Provision of drinking water, facilities for staff to make a hot drink and heat foods as well as eat lunch, provision for hanging wet clothing etc. can be located in the staff room.

Waste Management

The bins are located within the school grounds in a self-contained and enclosed area.

Wildlife Areas

The school garden and outdoor area near the Beehive is only used under the supervision of adults. The school garden is only accessible through a locked gate.

Work Related Learning

Students are welcomed at school and undergo the induction training as a new employee would receive.

Working at Heights

Please refer to the Working at Heights guidance.