

**Health & Safety Guidance
Children's Services Department**

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

Review Date	Changes Required	Name & Position
May 2022	No	Esther Bland Head teacher

“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”.

Health & Safety Section
Children's Services Department
Block C
Chatsworth Hall
Chesterfield Road
Matlock
Derbyshire
DE4 3FW

Telephone: 01629 536525

GUIDANCE ON FORMULATION OF LOCAL HEALTH AND SAFETY POLICY

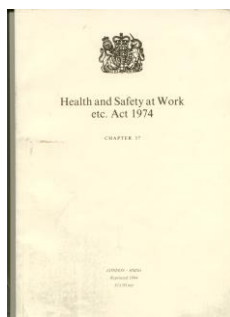
In addition to the County Council Policy each establishment must issue its own local health and safety policy.

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.

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.

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.

HEALTH AND SAFETY POLICY

FOR

Duke of Norfolk Primary School
May 2022

Statement of Intent

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

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

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

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the [Governing 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 their 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
Esther Bland
Sign *E M.Bland*

Headteacher

Date
May 2022

Name
Peter Parkin Child
Sign

Chair of Governors

Date May 2022

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, and review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered ~~that~~, the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

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

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

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. 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, e.g. 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 (e.g. 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 e.g. 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: Tony Daly and Roger Wilkinson

The school health and safety co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Deputy Head teachers, senior managers and Office Staff, [who](#) 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.
- 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.

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 measures relevant to their area of 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.
- 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 school's health and safety policy.
- Be aware of and comply with all school's 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 school's/department's 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
- 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 Union 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.

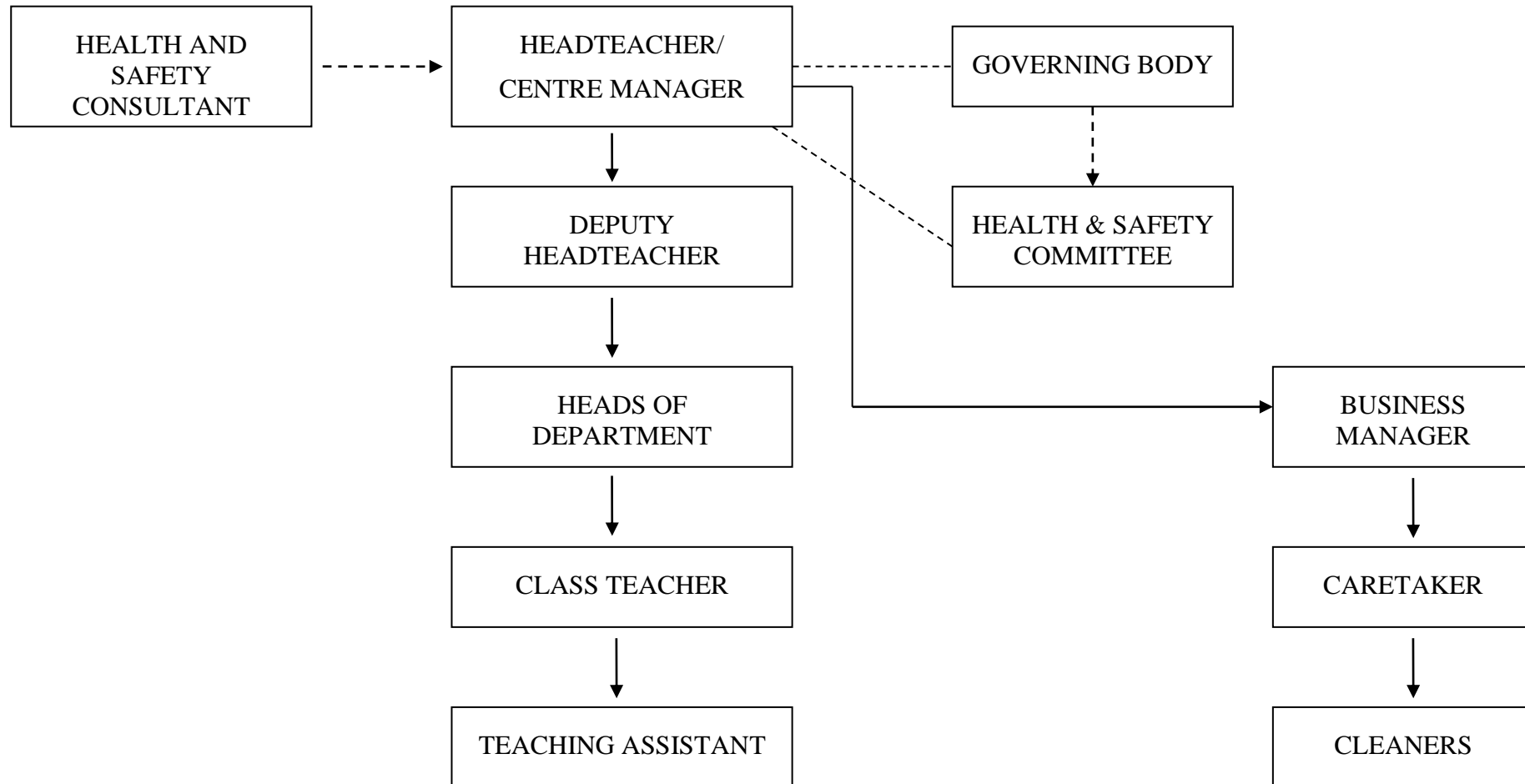
They are also entitled to certain information, e.g. about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

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

Accident/Incident Reporting

All accidents and incidents in Duke of Norfolk Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In school all staff will report all accidents to the office manager/assistant who will ensure that they are recorded in line with this guidance and who will be fully familiar with it.

Accident Investigation

Minor accidents will be investigated in the first instance by the adult supervising the class and then passed to the class teacher. When incidents are more serious they may then be passed onto a Senior Manager. This includes such things as: breaks, fractures, head injuries etc. and then passed to DCC Health and Safety Executive.

Administration of Medicines

Only prescribed medicines will be administered in school. Medicines will be administered by a qualified first aider in accordance with the instructions on the label. Please refer to the schools Administration of Medicine Policy

Adverse Weather

Ultimately it is the decision of the Head teacher or a senior manager acting in this position to decide whether the school is safe to remain open during adverse weather. If the decision is to remain open, senior staff on site will regularly monitor the weather with regard to safety decisions e.g. playtimes, assemblies etc.

Policies and procedures that may inform this decision include: Severe Weather Plan and Sun Safety

Animals

Animals including dogs are not allowed on the school site with the exception of the school's therapy dog who has certification and a risk assessment. Other animals that maybe invited onto the site require an individual risk assessment informed by the specific needs and risks of that animal.

There are wild squirrels and ducks on the site which the children are asked not to touch.

Asbestos

The school's asbestos register is kept in the Red Safe (which is fire resistant). This includes an asbestos survey and a register of the areas where asbestos is known to be present. The duty holder is the school's Site Manager.

Communication

The school's Health and Safety policy is reviewed in the summer term and discussed with staff at the Safeguarding INSET each September. Discussions include: communication between management and staff regarding health and safety issues, e.g. defect reporting, health and safety bulletins, etc.

Contractors

Arrangements for contractors – Schools have responsibility to ensure 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, visitors or to a lesser extent, trespassers. Contractors that are not DBS checked will not be authorised to work in school if any children are on site. Policies and procedure that may inform this decision include: Contractors on site

COSHH

All cleaning materials used on site are stored in the caretaker's locked cupboards. They are COSHH approved and are ordered from DCC-recommended suppliers.

Curriculum Areas

Any lessons which are out of the ordinary and may pose a particular risk will have a specific risk assessment. These may include: Design and Technology, Drama, Science, Physical Education, and Art.

Critical Incident Plans

Critical incident Plans are held both on and off site by those who have a particular role to play. These plans include a range of critical incidents and procedures to deal with particular incidents. Policies and procedures that may inform this procedure includes: The Critical Incident management Plan and Business Continuity Plan.

Display Screen Equipment

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Educational School Visits

Duke of Norfolk School embraces educational visits. We use and adhere to DCC Educational Visits Policy and carry out associated risk assessments.

Environmental

Water, temperature and air quality checks are done at least weekly. Emergency lighting is checked annually. Ear defenders are used by children who have sensory issues.

Forest schools

Has a written risk assessment which is reviewed annually. The forest is assessed on each morning (when in use) by the forest school teacher and each session in the forest starts with a discussion around hazards, risks and hazard reduction.

Fire

The duty holders for the school are the Head teacher and site manager. The Fire Risk assessment is reviewed annually by the duty holders and any amendments are brought to the attention of the school's Governing Body and staff. Included in the Fire Protection Policy is the school's evacuation procedures.

Fire alarms are tested weekly and fire drills are held every term. Fire protection equipment is tested annually by DCC.

First Aid

The majority of staff in school are qualified first aiders and/or paediatric first aiders. There are first aid boxes located in the school's medical room, staffroom and the lodge. All midday supervisors carry first aid pouches. It is the responsibility of all first aiders to replenish supplies in the boxes; new supplies need to be ordered through the school office. Usually the school office or senior managers are responsible for ringing an ambulance. Policies and procedures that may relate to this are the First Aid Policy, Critical Incident Policy and Medicines in School Policy.

Inspection of the Premises

The site manager informally walks around the site both inside and out at the beginning and end of the day. Formal inspections are carried out at half term breaks. Any minor health and safety problems are dealt with by the site manager. More major issues are passed to the Ht or DHt who may seal off the area/ areas if required. Support will be requested by DCC if felt necessary.

Lockdown

Lockdown procedures are outlined in the Critical Incident Policy. All staff are briefed (as part of their Induction process) on these procedures which are practiced-practised sporadically.

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. We therefore have a risk assessment specifically written for lone working which is shared as and when necessary. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements are put in place.

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.

Manual handling is avoided where possible in our school. However, if a member of staff is ever asked to move or lift an object, they will be asked to carry out a mini self-assessment/ risk assessment. If a member of staff feels they are not able to do the task they should never be made to comply.

Monitoring Auditing

Annual monitoring of the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of our school systems; they are kept in the red box.

Annual Checks

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

Date ratified: May 2022