

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 Leadership 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 school's 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 Leadership 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 Leadership 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 school's Governing Body.

Name Craig Woodward
Sign



Headteacher

Date 16.12.21

Name Ben Powell
Sign



Chair of Governors

Date 16.12.21

H&S Policy approved at FGB meeting minute no. 19/16.12.21

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, 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

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 the Deputy Headteacher, Key Stage Leader, Curriculum Co-ordinators, School Business Manager and Site Supervisor. They 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 Headteacher 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 Key Stage Leader on health and safety equipment 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 that 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.

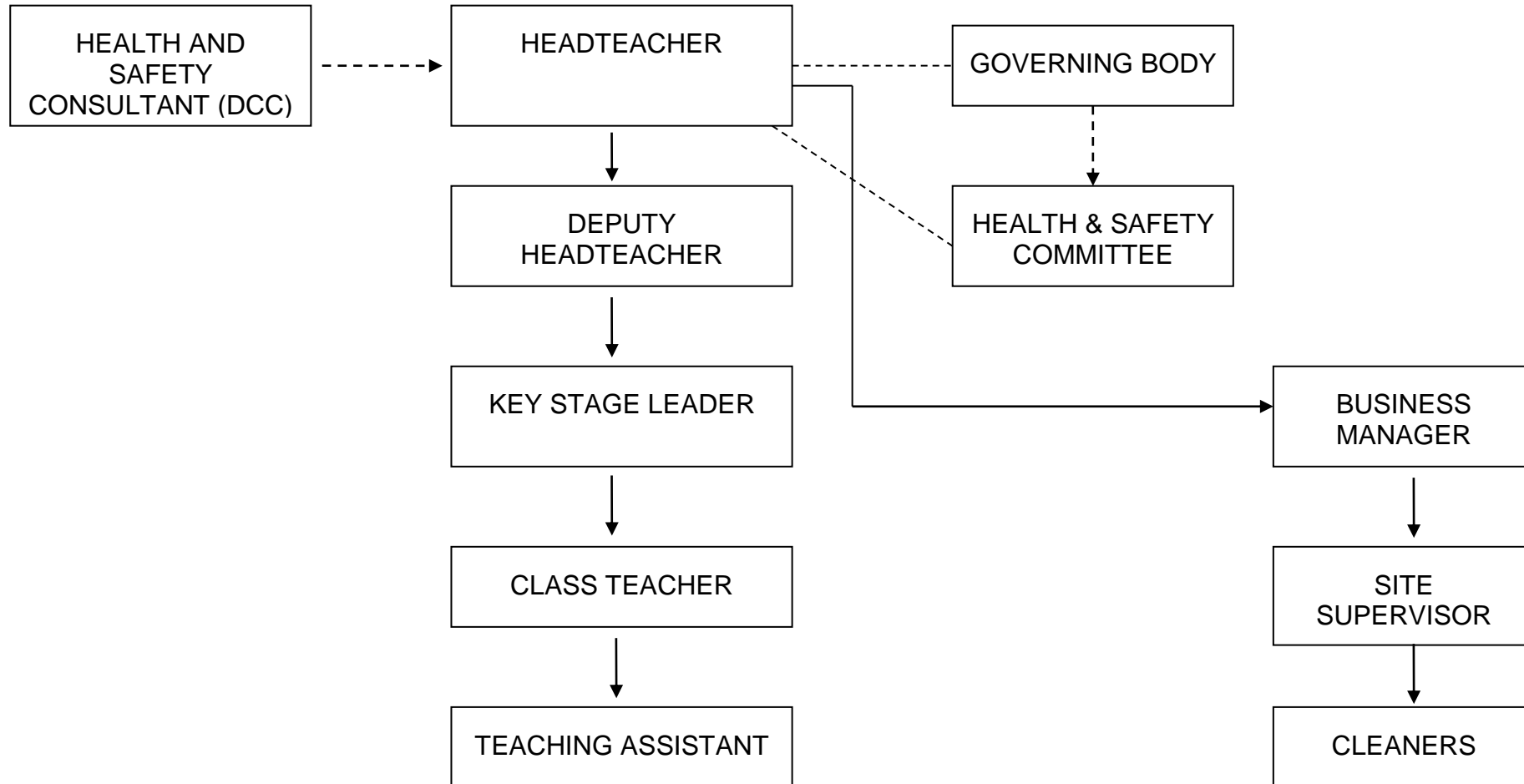
They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

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.

Accident/Incident Reporting

All accidents and incidents in Whitfield St James' Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Whitfield St James' Primary School all staff will report all accidents to the Headteacher in the first instance 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 and on the health & safety notice board in the staffroom.

Accident Investigation

Accidents will be investigated in line with Local Authority accident investigation guidelines and will depend on the nature of the accident and severity and the likelihood of a similar accident or injury reoccurring. Accidents will be investigated by the Headteacher or Deputy Headteacher, supported by the School Business Manager (Health & Safety Co-ordinator).

Administration of Medicines

Medicines will be administered in line with Local Authority guidelines set out in the Administration of Medicines Policy. Medicines will only be administered when accompanied by a completed consent form and then only by authorised office staff.

Adverse Weather

Whitfield St James' Primary School will follow adverse weather guidelines and ensure that a risk assessment for adverse weather conditions is in place. A gritting schedule is put in place where required during periods of snow and ice. Disruption to the school schedule is minimised as far as possible.

Animals

Small animals may be permitted in school by prior arrangement with the Headteacher and then only when the keeping and handling of them has been appropriately risk assessed either by the school or, in the case of an external company, by them.

Asbestos

Whitfield St James' Primary School has an Asbestos Policy and Management Plan in place. A programme of asbestos removal has taken place and any asbestos that remains in situ is safe by condition and location. Contractors are required to consult

the school's Asbestos Register prior to undertaking any maintenance or refurbishment works in school.

Communication

All health and safety issues are reported to the Headteacher. Health and safety communication takes place via staff briefings, the health and safety notice board or staff meetings. Any defects/hazards should be reported immediately to either the Headteacher, Site Supervisor or School Business Manager.

Consultation with Staff

Consultation takes place through staff meetings and through the Governing Body Arrangements, on which there is a staff representative.

Contractors

Whitfield St James' Primary will ensure that all contractors undertaking work on 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.

COSHH

Where possible and subject to risk assessment the use of hazardous substances will be eliminated wherever possible or substituted for something less harmful. Whitfield St James' Primary will maintain a register of all substances used and ensure arrangements for appropriate use, handling and storage are in place.

Curriculum Areas

Arrangements for controlling the risk in specific curriculum areas can be found in the policies for each subject, e.g. Physical Education.

Disaster Plans

This is set out in the school's Critical Incident Management Plan as set out by the L.A.

Display Screen Equipment

Display Screen Equipment assessments are carried out for appropriate users and workstations set up to ensure ergonomic use. Whiteboards and interactive screens will be used in accordance with ICT policies.

Educational School Visits

Whitfield St James' Primary School utilises the L.A. Evolve system for planning and recording arrangements and risk assessments for educational visits. An Educational Visits Co-ordinator is appointed in school and oversees these. All staff who organise educational visits are responsible for ensuring that all necessary arrangements are in place to ensure the visit is well planned, managed and led and that all necessary information has been uploaded to the Evolve system.

Environmental

Arrangements are in place for managing the school environment, e.g. temperature, humidity, lighting, ventilation, etc. Regular checks take place as required and fault-reporting systems are in place via the Site Supervisor.

Fire

The Headteacher is the nominated duty holder for fire safety. Full fire safety procedures are contained in the school's fire safety manual and include the operational/technical fire risk assessment, evacuation and fire drill procedures, fire safety log book and maintenance and inspection records of fire systems and equipment.

First Aid

Qualified first aiders are available in school and a list of trained personnel is available in the school office and staffroom. First aid boxes are located in the staff room and Before & After School Club. A first aid box available for use at the school playing field in the staff room. A basic first aid kit is kept in each classroom for minor first aid needs. A record of all accidents is kept and a form sent home for the parent, as required. If a child suffers a head injury whilst at school, parents are contacted and a form sent home.

Housekeeping/Storage

All staff are responsible for ensuring classroom resources and equipment are stored safely and that high standards of housekeeping are maintained, ensuring that all access and egress routes are kept free from obstruction. .

Inspection of the Premises

Regular checks are carried out by the Site Supervisor to ensure general site safety and emergency routes and exits are maintained. The Site Supervisor also carries out fire, emergency lighting and water temperature tests. A schedule of inspection, testing and maintenance is in place for premises related systems such as boilers,

electrical equipment. The Headteacher and/or School Business Manager carry out a half-yearly inspection together with the school's H&S Governor, where possible.

Lockdown

The school will follow national and local guidance in relation any lockdowns. The critical incident plan will also be implemented where required.

Lone Working

We recognise that 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. Lone workers can face hazards such as accidents or emergencies arising out of their work and lack of first aid equipment. We will ensure that risk assessments are carried out for any identified lone workers and, if the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements will be 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.

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

Mechanical/Electrical

All premises mechanical and electrical systems are subject to a schedule of regular testing and maintenance and records kept in the 'red box' in school. Portable electrical appliances are subject to a regular PAT testing regime and a register is maintained on the school office drive.

Monitoring / Auditing

Auditing of the school's Health & Safety Policy and its implementation will take place by the Headteacher and the Governing Body on an annual basis to ensure that the arrangements in place are effective and that the standards of safety performance, which have been set, are actually being achieved. A program of weekly, monthly and termly inspections is in place.

The schedule at Appendix A will form the basis for the Health and Safety Management Plan Monitoring Schedule for monitoring/auditing activities.

One-off Activities

All activities/visits will be suitably risk assessed and arrangements recorded on the Evolve system.

Out of School Activities

All activities/visits will be suitably risk assessed and arrangements recorded on the Evolve system or, for local visits, in the school's health and safety manual.

Personal Emergency Evacuation Plans (PEEP's)

Arrangements for assisting anyone who requires assistance to evacuate the building in an emergency will be contained in a PEEP in the school's fire safety manual in the 'red box'.

Personal Protective Equipment

Any requirement for PPE will be identified as part of the risk assessment process and will include safe storage, replacement, maintenance and training, as appropriate.

Positive Behaviour Support Including Physical Intervention

The school aims to provide a positive atmosphere and learning experience for all pupils. All staff are responsible for ensuring that the principles and reward systems outlined in the Behaviour & Support Policy are implemented fairly and consistently throughout the school. The Restraint & Difficult Behaviour Policy and challenging behaviour risk assessment further supplement this.

Premises

Any applications for the hire of school premises such as the school hall are made to the Headteacher in the first instance.

Playground Safety

The school operates a daily and weekly check of the playground and playground equipment. These are carried out by the Site Supervisor. Staff are responsible for carrying out a visual pre-use check of play equipment to ensure it is safe for use. All pupils are safely supervised during play and lunch breaks.

Risk Assessments

The school holds a register of risk assessments including COSHH, DSE, workplace activity, manual handling. These are reviewed on an annual basis.

Road Safety / Site Access

Deliveries/collections should take place outside main school drop off and pick up times, wherever possible. Deliveries take place at the main entrance with access controlled by the school office. Any vehicular access/parking requests are by prior arrangement only to ensure the safe passage/segregation of people/vehicles throughout the school site. Delivery vehicles should not block access to disabled parking bays.

Security

The school operates a CCTV system with a security alarm linked to an alarm-receiving centre. Access to the school is controlled by the school office via an intercom system linked to the main gate and all visitors are required to sign in and out via the school's electronic visitor pass system.

Stress Management

The school has in place arrangements for identifying and managing stress. There are support mechanisms in place for those who need it with access to confidential counselling where required.

Training

Any training needs are identified at induction and/or as part of the risk assessment process. The school is working towards a centrally held system for recording all training.

Violence at Work

Whitfield St James' Primary takes the health, safety and welfare of staff seriously; this includes the risk of violence, threatening behaviour or intimidation. All incidents should be reported on the assault form for the attention of the Headteacher in line with school policy. The school will put into place any necessary measures by carrying out a risk assessment.

Welfare Facilities

Adequate welfare facilities are provided for staff and pupils, including the provision to have meals and access to washroom facilities, with a daily cleaning regime in place and deep cleans during school holidays.

Waste Management

Waste and recycling bins are located throughout school. The school has a contract with HPBC

Wildlife Areas

The school has a small garden with flower and vegetable beds which are maintained by the classes and/or the school gardening club.

Working at Heights

Where work at height cannot be eliminated, it is suitably risk assessed and appropriate access equipment used, typically ladders or stepladders. Where specialist access equipment for work at height is required, e.g. roof work, the school would engage specialist contractors who would need to evidence their competence and safety arrangements prior to work commencing.

**APPENDIX A
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 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/weekly safety checks		

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		