



Cromford Church of England Primary School Health and Safety Policy

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Health Safety and Wellbeing Service issued on the S4S site.

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure, through the Senior Management Team, that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others.

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. 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 our Governing Body

The Governing Body is responsible for ensuring that health and safety is maintained within our school. In order to do this, they ensure that the following key elements are in place within the school. The responsibilities of The Governing Body 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 ensures that: -

- The school has a health and safety policy which is implemented within the school and the effectiveness of this policy is monitored.
- 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 takes place in the Resource Committee, a sub-committee of the Governors, where health and safety is a standing agenda item.
- They receive a verbal 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.
- The Resources Committee 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 responsible for the day-to-day implementation of health and safety in the school. The Headteacher ensures there are arrangements in place for the safe use of the school after hours for lettings and other events.

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

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within the 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 where appropriate 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.
- An appropriate hazard reporting system is set up when necessary 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 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 Headteacher oversees the Health and Safety of the school with the assistance of the School Business Officer and the Caretaker, together, they have the following responsibilities:

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

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

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

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

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

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

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

Teaching/non-teaching staff

This includes the headteacher, teachers and support 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 that 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.

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 on health and safety equipment or necessary improvements to plant, tools, equipment or machinery as matters arise.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Headteacher.
Set a good personal example.

All Employees

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 arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to the Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, eg. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.

- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives when 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.

The Governing Body is aware that Health and Safety Representatives are also entitled to certain information, eg. about accidents and to paid time 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 Headteacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

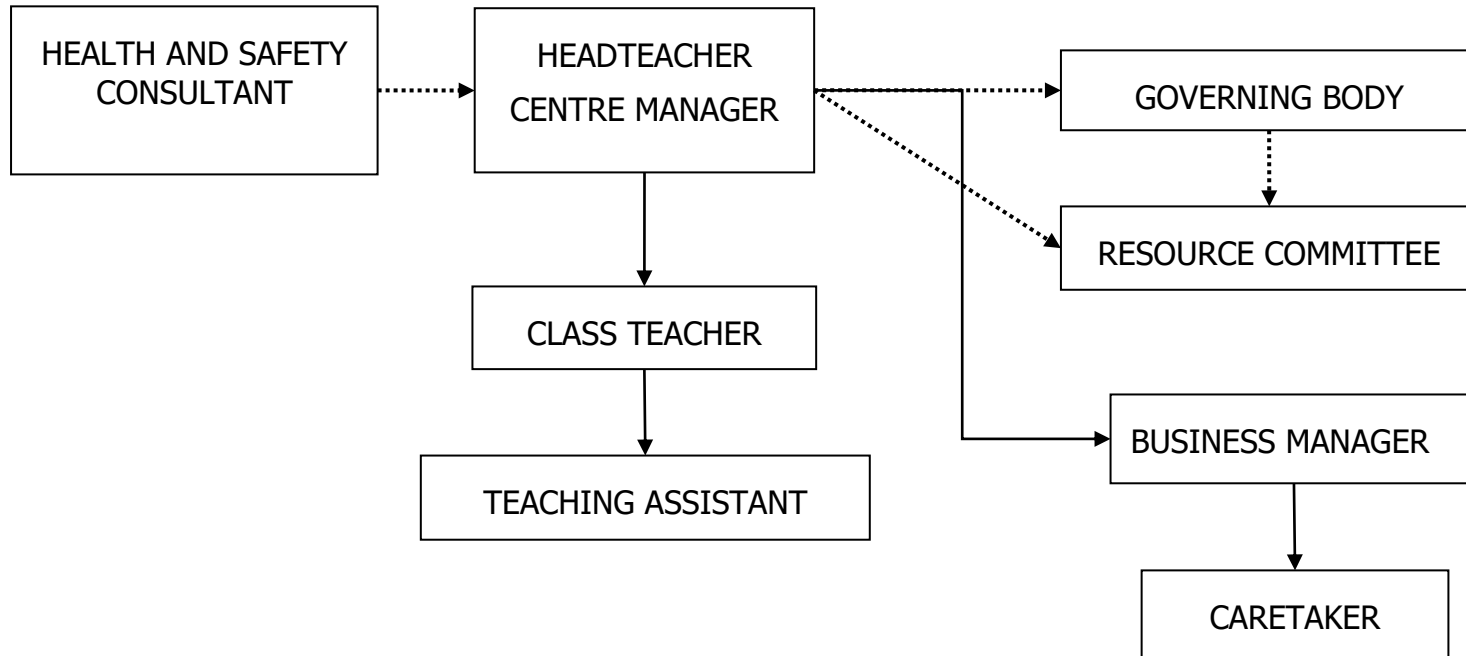
Exercise personal responsibility for the health and safety of themselves and others.

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



Accident/Incident Reporting

All significant accidents and incidents in Cromford Church of England Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Cromford Church of England Primary School all staff will report significant accidents to Mrs Foster who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held at the back of the Accident Reporting file.

Accident Investigation

Accidents which are reportable to the Health and Safety Executive will be investigated by the Headteacher.

Administration of Medicines

Arrangements for administering medicines will comply with the school's Supporting Students with Medical Conditions and Administration of Medicines policy.

Adverse Weather

Cromford Church of England Primary School will act in accordance with the Adverse Weather Policy.

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

An Asbestos Survey was last completed by DCC in May 2021. As far as we know all occurrences of asbestos within the school are identified in the report. Any new and hidden areas that are to be worked on will have a current asbestos survey done in advance of the work. All contractors/Site Supervisors will be told before they work in area to stop and report any material that they consider to be or to contain asbestos to the Site Manager. All contractors are required to fill in an asbestos permit to work before any construction work or hidden areas are entered.

Communication

A list of current Health and Safety Risk Assessments will be kept on file.

Consultation with Staff

Staff will be consulted on major changes to procedures and the Health and Safety Policy. Union Health and Safety representatives will be consulted on any changes that may affect their members.

Contractors

Cromford Church of England Primary School has a responsibility to ensure that all contractors undertaking work on the 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 students, staff, visitors or to a lesser extent, trespassers. They will read and complete the relevant Permits to Work before commencing work.

COSHH

Substances that require a COSHH assessment are stored away from others and only used by the staff who have read and understood the COSHH for each substance that they are using.

Disaster Plans

Cromford Church of England Primary School has a disaster action plan in place.

Display Screen Equipment

Display screen equipment (DSE) is PAT tested annually. Any Display Screen Equipment (DSE) that fails or becomes faulty will be reported and replaced.

Adults and children at Cromford Church of England Primary School should respect the electrical equipment and take regular eye breaks from screens. Staff should notify the school business officer and or headteacher as soon as possible if an item becomes faulty.

Educational School Visits

Cromford Church of England Primary School currently make use of the Evolve system. Risk assessment are used for visits off the school premises. The educational visits coordinator undertakes regular training.

Environmental

Regular checks are completed by caretaker and governor.

Fire

Fire procedures include (Please see separate fire procedures document):

- Who is the duty holder
- 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, eg. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

First Aid

Please refer to our First aid Policy.

Housekeeping/Storage

Annual checks are completed by the landlord as per landlord visit and the Caretaker routinely completes these checks.

Inspection of the Premises

Annual checks completed by the landlord as per landlord visit and Caretaker routinely completes these checks.

Lockdown

Please refer to our Lockdown Policy.

Lone Working

Please refer to our Lone Working Policy.

Lifting Equipment

Cromford Church of England Primary School has no lifting equipment on site.

Manual Handling

Manual handling is kept to a minimum at Cromford Church of England Primary School. Where necessary, appropriate training will be provided.

Electrical

Cromford Church of England Primary School engage in annual PAT testing to ensure all electrical devices are fit for purpose.

Monitoring Auditing

The Headteacher will monitor this policy and its implementation to ensure that the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the issues identified

Audits will take place regularly to ensure the continuous monitoring process is adhered to. Records of testing, inspections of equipment and maintenance work carried out is maintained as part of our health and safety management system.

Records of the below are kept and updated as and when required,

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Evacuation and Practice Drills
- PE Equipment
- Fixed Electrical Systems

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Premises Risk Assessments	Mrs Foster/Mr Lofts	
Policy and Management Plan	Mrs Foster	
COSHH	Mr Lofts	
Review of Procedures	Mrs Foster	
Accident Reports	Mrs Foster	
Technology Room	Not applicable	
Record Fire Appliance Test	Mrs Toone	
Record PE Equipment Check	Mrs Toone	
Check Completion of PAT Testing	Mrs Toone	
Whole Staff Training- Refreshers	Mrs Foster/Mrs Toone	
Non Accidental Injury Reports	Mrs Foster	

Weekly Checks

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

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention	Mrs Foster	
PE Safety	Miss Marshall	
Lettings (Safety)	Mr Lofts	
Driver minibus checks	N/A	
Communication of Health and Safety concerns to all staff	Mrs Foster	

Termly Checks

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

One off Activities

By following the advice of DCC we will identify and control the risk involved with "one off" activities.

Out of School Activities

All out of school activities will be arranged and risk assessed by following advice from DCC.

Personal Emergency Evacuation Plans (PEEPs)

Specific measures are put in place to assist anyone who requires assistance to evacuate the building in an emergency. Please refer to our PEEPs Plan.

Personal and Intimate Care

Policies for personal/intimate care are in place and followed by staff.

Personal Protective Equipment

Users will be given advice in 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

Cromford Church of England primary school staff follow the physical intervention guidelines.

Premises

A site supervisor may be present when our premises is being used outside of our normal operating hours. Alternatively, the person letting the building is responsible for nominating a person to take this role.

Playground Safety

Cromford Church of England Primary School ensures a member of staff is always on duty when children make use of the playground space, to ensure the safety of children and to direct them to first aid assistance when necessary.

Risk Assessments

Risk assessments for activities are always carried out as and when required.

Road Safety

Traffic around Cromford Church of England Primary School is minimal. Where possible, a school crossing patrol is used to support students/family members crossing the main road. Parents are encouraged to park away from the immediate area surround the school.

Security

All access areas are closed/locked during the day and all visitors must report to reception with identification and sign in/out using the visitor's book. A permit to work will be completed if necessary.

Site Access

Arrangements for safe access and egress of staff, students, visitors and associated vehicles are dealt with as per DCC guidance and current legislation.

Stress Management

School Governors, Headteachers, senior teachers and school managers are aware of signs of stress and endeavour to support people who show behaviours that exhibit stress. They are aware of the effects stress can have on staff and pupils and act to support the reduction of stress where possible.

Training

Regular reviews and staff meetings (formal and informal) will identify training needs. These will be dealt with following our school procedure.

Violence at Work

Violent behaviour by anyone will not be tolerated. Actions will be taken by staff to defuse any situation causing the behaviour of a person to be violent. Any violent behaviour which is not modified will be reported to the headteacher who may consider it necessary to use the Suspension and Permanent Exclusion policy or to inform the police. Children, parents or any other stakeholder may be suspended from the school premises.

Welfare Facilities

Staff and students at Cromford Church of England Primary School have access to a range of on-site facilities to support their welfare.

Waste Management

Cromford Church of England Primary School have contracts with two companies who manage our waste.

Wildlife Areas

The school wildlife areas are maintained by Derbyshire County Council.

Working at Heights

Cromford Church of England Primary School ensure staff are trained to work at heights and that equipment used is regularly inspected and maintained. Any height related repairs/jobs are usually completed through Derbyshire County Council.