



SOUTH DARLEY C of E PRIMARY SCHOOL

HEALTH, SAFETY, AND WELFARE POLICY including risk assessments

Person/Committee responsible for reviewing/updating this plan	Resources
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1. Introduction

The health, safety and welfare of all the people who work or learn at South Darley CE Primary School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone ensuring that our employees act responsibly by not placing themselves or anyone else at risk due to their work activities. The governing body, along with the Local Education Authority (LA), takes responsibility for protecting the health and safety of all children and members of staff.

2. Responsibilities

2.1 The Governing Body

The Governing Body's responsibility to Health and Safety falls principally into the areas of monitoring 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 will ensure that:-

- The policy is implemented within the school;
- The Governor approved policy is monitored for effectiveness through annual audits, regular reviews of the accident book and meetings of the governing body Premises, Health & Safety (PHS) sub-committee;
- Health and safety is adequately managed through appropriate risk assessments, inspections, communication systems, guidance, review and monitoring ;
- Health and safety obligations are considered for inclusion within the school development plans;
- The school continues to consider health and safety as an on-going priority;
- When decisions on staffing levels are considered that the health and safety implications of such decisions are fully considered;
- The school seeks health and safety advice as necessary from the LA and that this advice is acted upon as far as is reasonably practicable;
- Health and safety issues are discussed as a standing agenda item on each full Governor's meeting;
- There is an appropriate forum for discussing health & safety issues, namely the PHS sub-committee, taking decisions and ensuring actions are carried out through a sub-committee of the full Governing Body, who review the health and safety performance of the school on a regular basis and set out targets for achievement for the next year;
- All County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

2.2 The Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety within the school.

In order to effectively discharge this responsibility, the Headteacher must ensure 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.
- His/her knowledge of health and safety issues are 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 this policy document
- The school has a relevant number of people trained to carry out risk

assessments

- 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, students, part-time and temporary staff) receive health and safety key information as part of their induction on their first day in school.
- An appropriate hazard reporting system is set up and that there are follow up procedures 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.
- 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 CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed by the contractor and appropriate controls put into place. The school will advise the contractor of any risks that there may be to their staff's 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.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.

2.3 The School Health & Safety Co-ordinator

The school health and safety co-ordinator, (namely 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 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.

2.4 Teaching/non-teaching Staff

Teaching/non-teaching staff are expected to

- Apply this policy to their own area of work
- 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.
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to the Headteacher
- Set a good personal example.

2.5 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 non-standard 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.

2.6 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.

3. Arrangements for Health and Safety

3.1 Accident/Assault/Incident Reporting

All accidents, assaults or incidents at South Darley CE Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In South Darley CE Primary School all staff will report all accidents or incidents to the Headteacher and School Business Assistant who will ensure that they are recorded in line with this guidance and will also ensure that any appropriate action is taken. Assaults will be reported using the Local Authority assault report form. A copy of the guidance and forms are held in the General Office.

3.2 Accident Investigation

Any reported notifiable accidents will be investigated by the Headteacher and member(s) of the Premises, Health and Safety Sub-committee within 5 working days of the date of the reported accident. The Full Governing Body will be notified of the accident, investigation findings and any subsequent actions arising from the accident.

3.3 Administration of Medicines

South Darley CE Primary School has an Administration of Medicines Policy which is followed at all times. A copy of this policy can be located in the school office.

3.4 Contractors

South Darley CE Primary School has a responsibility to ensure that all contactors undertaking work on the site are 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 working on-site will have a duty to comply with this Policy and this will be communicated before the commencement of any work.

3.5 Incident/Disaster Plans

South Darley CE Primary School has a Disaster Recovery Plan and a Critical Incident Plan. In the case of explosions, bomb scares, escape of dangerous substances, etc, these plans should be referred to. Both plans are available in the School Office and the School Battle Box located in the Village Hall.

3.6 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. Junior pupils and parents at South Darley CE Primary School are expected to sign the Schools ICT Pupil/Parent Declaration upon entry to the juniors/school and parents are asked to sign the Schools IT Pupil/Parent Declarations on behalf of their child upon entry into the infants/school.

Where staff are regular and continued users of DSE, a regular workplace assessment will be carried out. DSE users will then be given sufficient information along with the findings of the Assessment to ensure a safe workstation is maintained. All DES users will be offered a free eyesight test and where necessary corrective glasses in line with the LA Policy.

3.7 Educational School Visits

Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk. South Darley CE Primary School utilizes the Local Education Authority 'Evolve' System for assessing each visit in accordance with the schools Off Site Visits Policy. The nominated Educational Visits co-ordinator is the School Business Assistant, who has received appropriate training from the LA.

3.8 First Aid

South Darley CE Primary School follows the following first aid procedures:-

- The Headteacher, teachers and teaching assistants have all undertaken the course 'Paediatric First Aid'
- The Infant HLTA and School Business Assistant have both undertaken the course 'Emergency First Aid at Work'.
- All staff are appointed persons for administering first aid
- First aid boxes are located:-
 - in the School Office above the Grey filing cabinet
 - Outside Reception within the bookshelf
 - In the infants classroom

The School Business Assistant is responsible for monitoring the contents of the first aid boxes.

The first aid boxes within the school will contain contents as prescribed in the recommended list of items from St John's Ambulance.

Ice packs/cold packs are stored in the fridge in the Staff Restroom. Covers for the ice packs should be used at all times and can be found on the shelf above the printer in the School Office.

All incidents in which first aid has been administered will be recorded in the First Aid Log Books, located in the School Office and in the infant's classroom.

Should there be the need to dial emergency services the school should invoke the Critical Incident Management plan and this should be done by the senior responsible officer on site at the time.

The procedures for notifying parents are specified in the Critical Incident Management Plan.

3.9 Lone working, manual handling and working at heights

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 the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public

As such, South Darley CE Primary School will conduct a Lone Workers Risk assessment once per year and all staff will be made aware of the risks assessed and measures to counter-act those risks. All staff working on the premises alone will be expected to comply with the measures to be taken.

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 staff member at South Darley CE Primary School, so far as is reasonably practicable, must take appropriate steps to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to themselves to the lowest level reasonably practicable.

South Darley CE Primary School has a risk assessment for manual handling in place which will be reviewed at least once per four years, or earlier if required.

All staff have a duty of care to themselves, their colleagues and pupils of the school to ensure they are using the right equipment in a safe and secure manner when working at heights. South Darley CE Primary School has a risk assessment in place for working at heights and all staff have been made aware of the risks and measures to counter-act those risks. This risk assessment will be reviewed at least once per four years, or earlier if required.

3.10 Security

South Darley CE Primary School has a School Security Policy which is adhered to at all times. Copies of this policy can be found in the school office.

3.11 Welfare

South Darley CE Primary School teaches its pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard through the normal school curriculum.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals and through the daily act of collective worship.

Our school provides the opportunity for children to buy a meal at lunchtime. If parents are in receipt of certain government specified benefits, they may be able to claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

The School offers both pupils and employees the following facilities which are inspected as part of the schools inspection framework under this policy:-

- Hand washing facilities
- Provision of drinking water
- Coat hooks
- Toilets

In addition employees are provided with a staff room for lunchtimes which is equipped with a microwave, fridge and kettle.

3.12 Training

Health and safety will feature in the school's staff induction pack and volunteer information pack. The induction pack/volunteer information pack will be given to all new starters including supply staff, permanent or part-time staff, students or volunteers as appropriate. As part of the verbal induction, all new starters will be reminded about key safety information before starting work. All induction training will be recorded in the individual's personnel folder.

3.13 Asbestos

South Darley CE Primary School holds an asbestos register. This is located in the school office. The nominated Duty Holder for the Control of Asbestos is the Headteacher. The asbestos register is reviewed annually by contractors from the LA.

3.14 Control of Substances Hazardous to Health

South Darley CE Primary School does not (where possible) purchase any Hazardous Substances for use at the school. Only where there is no suitable alternative will the school consider using a Hazardous Substance. In all instances where there is no suitable alternative, the Headteacher's permission will be sought to purchase and use the substance on school premises.

All COSHH assessments (in line with LA guidance) will be carried out on the specific use of Hazardous Substances and the school will consider all non-hazardous alternatives. Any Hazardous Substance still considered necessary will be recorded in the Hazardous Substance Inventory along with a copy of the material Safety Data sheet.

All appropriate control measures as identified in the COSHH Assessment will be communicated to all staff on site and copies of the assessment will be made readily available.

Only as a last resort, if identified as necessary, appropriate Personal Protective Equipment will be issued in line with LA guidelines.

Where Hazardous Substances are utilised as part of the LA Property Division's Cleaning/Caretaking contract, the contractors will be asked to supply a copy of their COSHH Assessments.

3.15 Personal Protective Equipment (PPE)

All Personal Protective Equipment issued will be assessed to ensure its suitability for the task in line with the LA guidelines.

Staff will be given sufficient information/training/instructions to enable them to wear and care for PPE correctly.

PPE deemed necessary will be issued to staff free of charge, including replacements when required.

PPE will be stored in a suitable storage facility to ensure it does not become damaged.

3.16 Electrical Safety

South Darley CE Primary School will ensure that mains testing of the establishment will take place as a minimum once every 5 years in line with the LA guidelines. All mains electrical works is only carried out by qualified and competent electricians who

are NICEIC registered and all electrical repairs are only carried out by a NICEIC registered person. Records of all portable appliance testing is kept and stored in the school office.

The school holds an inventory of all portable electrical appliances on site. This inventory is located in the school office. Any electrical appliance found to be faulty will be marked as faulty and removed from use until it is either repaired or scrapped.

All mains electrical isolation points will be clearly marked and staff made aware of their locations.

3.17 Gas Safety

All gas isolation points are clearly marked and their locations are known to key staff. The Fire Safety folder contains a plan with these points clearly marked. This folder is kept in the red safe in the School Office.

An annual gas soundness test for South Darley CE Primary School is undertaken by the LA and any remedial works are actioned accordingly.

3.18 Water Safety

The mains water isolation points are clearly marked and their locations are known to key staff. The Fire Safety folder contains a plan with these points clearly marked. This folder is kept in the red safe in the School Office.

3.19 Legionella

South Darley CE Primary School's water system has been risk assessed by a person qualified to carry out the assessment.

The person responsible for monthly water temperature testing is the School Caretaker, who has received appropriate training to carry this out. All water testing results are recorded and the information kept in the School Office. An external contractor is employed to undertake yearly inspections for legionella.

3.20 External areas

The School inspects its external areas and equipment on a regular basis in line with LA guidelines and as a minimum, once per every half term. Extra care is taken after any period of high winds or other poor weather.

All external play equipment has been (and will continue to be) installed by a competent person and comply with relevant British and European Standards.

All external play equipment is inspected on an annual basis by a competent person.

3.21 PE Equipment

All PE equipment is regularly inspected and a record of this inspection is available in the School Office. Classroom teachers also conduct a visual inspection of all equipment before commencing use with pupils.

Faulty equipment is removed from use, duly marked as faulty and not used again until repaired or scrapped.

PE equipment is stored safely and securely to prevent unauthorised access or accidental damage.

4. Communication

- 4.1 The Headteacher with support from the School Business Assistant will be responsible for co-ordinating Health & Safety Issues.
- 4.2 Health & safety will be a regular agenda item for staff meetings and will be a standing agenda item for the Premises, Health & Safety Sub-committee of the Governing Body.
- 4.3 Parents, staff, and pupils can raise health and safety issues at any point of the working day with any member of staff (who will notify the School Business Assistant).
- 4.4 Key health and safety information will be communicated to parents and the wider community through the school newsletter, which is published at the end of every half term. If information is deemed urgent the school will utilise the Headteacher's weekly update letter to onward communicate the information.

5. Stress Management

South Darley CE Primary School has a stress management policy in place. The policy has been clearly communicated to all staff and any associated risk assessments will be completed as required.

All existing staff have been made aware of the support mechanisms offered by the school as part of the Stress Management Policy and this is communicated to new staff during their induction sessions.

6. Workplace Inspections

Inspections should be carried out at regular intervals. The schedule attached to the back of this policy at Annex B sets out the type and frequency of inspections carried out at South Darley CE Primary School. In addition, the Premises, health and safety sub-committee along with the school caretaker and the school business assistant will carry out formal inspections of the premises. These inspections will be carried out at least 3 times a year.

Where hazards are identified during the course of an inspection, details will be identified as either Health and Safety issues or maintenance defects and appropriate action taken by the Headteacher or other identified person. The reporting of specific hazards and the notification of unsafe and unhealthy conditions and working practices will not be left to the next inspection but will be dealt with/reported immediately. Where this is impracticable the area will be sealed off from use by staff, contractors or pupils until remedied.

7. Risk Assessments

The Management of Health and Safety at Work Regulations place a legal obligation on employers to ensure significant risks created by work activities are assessed and reduced to the lowest possible level. These assessments and the control measures must be recorded. Failure to comply with this requirement can lead to criminal prosecutions for both the employer and individuals with management responsibilities within the organisation.

Risk assessment involves five steps:
Step 1 Look for the hazards;

- Step 2 Decide who might be harmed and how;
- Step 3 Evaluate the risks and decide whether existing precautions are adequate or whether more should be done;
- Step 4 Record the findings;
- Step 5 Review the assessment and revise it if necessary.

7.1 Definition of 'Hazard' and 'Risk'

Hazard means anything that can cause harm e.g. electricity, working from ladders.

Risk is the likelihood that someone will be harmed by the hazard.

At South Darley CE Primary School, the School Business Assistant and the Headteacher have been identified as the Risk Assessors and all risk assessments are signed off by the Headteacher. The school takes the approach that only activities that present 'significant risk' will be assessed.

South Darley CE Primary School utilizes the Derbyshire County Council (DCC) recommended guidance at Annex D for carrying out risk assessments. The school will also utilize the DCC recommended format for recording risk assessments.

8. Thefts or other criminal acts

The Headteacher will investigate any incidents of theft involving staff or children. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

9. Fire incidents

Management and staff at South Darley CE Primary School will take all measures reasonably practicable to prevent or minimise the likelihood of fire within the establishment.

The Headteacher is the senior member of staff nominated as the Duty Holder in regards to Fire Safety and has attended the LA's compulsory Fire Safety Management Course.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. Management will therefore put in place systems to deal with the consequences of any outbreak of fire.

South Darley CE Primary School has a Fire Safety Management Policy and associated Fire Risk Assessment which is reviewed as a minimum every two years unless any major building works have been undertaken when it will be reviewed immediately upon completion of the building works. Copies of these documents are located in the School Office and the School Battle Box located in the Village Hall.

Evacuation drills will be undertaken three times per year as per Local Authority Guidance. Records are kept of the drills including the exit time taken for the last person to leave the building. Fire alarms, smoke alarms, emergency lighting and Fire Extinguishers are tested by a competent person at least once per year by a competent person in line with manufacturers and LA guidelines.

The school displays the Fire Action Notice at Annex E in each room in the school.

Personal emergency Evacuation Plans will be put in place for any pupil/service user/site visitor who requires assistance due to disability.

10. Monitoring of this Policy

The person responsible for the implementation of this policy is the Headteacher. This policy will be reviewed once per year by the Premises, Health & Safety Subcommittee.

The school will utilize self-assessment audits and take any recommended action where feasible and take steps to reduce the risk to those deemed not feasible.

Records of the testing and inspection of equipment and maintenance work carried out will be maintained as part of the schools health and safety management system documentation.

South Darley CE Primary School will utilize the Health and Safety Plan Monitoring Schedule at Annex B of this policy.

South Darley CE Primary School will publish the Statement of General Policy on Health, Safety and Welfare (Statement of Intent) at Annex A on the school website, on the staff notice board and in the School Office. A copy of this statement will also be provided to every member of staff.

Signed

Dated

Chair of Governors

Signed

Dated

Headteacher

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 and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

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.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

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

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

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

Employees are reminded of the own duties:

- To take care of their own safety and that of others;
- To co-operate with the Governing Body and the 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 above arrangements and procedures has been approved by the schools Governing Body.

Signed

Dated

Chair of Governors

Signed

Dated

Headteacher

Annex B

Inspections – Guidance and Schedules

South Darley CE Primary School will, on an annual basis, review the management systems for health and safety in the establishment and will utilize the health and safety self-evaluation form.

This guidance covers programmed inspections. All equipment should still be inspected by the user before each use for any obvious defects, and if found to be faulty, taken out of service.

The following is therefore, a suggested guide to inspection frequency.

Daily

Playgrounds and Play Areas

These should be inspected daily (often by the caretaker when opening the school) for obvious hazards (e.g. broken glass, discarded syringes, areas of loose surface etc.) and appropriate action taken if any are found. Areas to be used for PE lessons such as the Cricket Club area utilized during the summer should also be inspected before use.

Weekly

Fire Alarms

This will be carried out on a weekly basis at the same time. All staff should be aware of the test and any instances where the alarm cannot be heard should be recorded and corrective action taken immediately. The test should be carried out from different call points each week and the test/findings recorded.

First Aid Provision

The School Business Assistant will check all first aid boxes to ensure they are fully stocked and replace any used stock.

Playground Equipment

A weekly visual inspection of the equipment should be carried out and the findings recorded/action taken where appropriate.

Monthly

Water Temperature

Water temperature checks in line with legionella control strategy produced as part of the water risk assessment process.

Every Other Term (3 Times a Year)

Fire Evacuation Practice

A fire drill should be carried out as near to the start of the chosen terms as possible. The findings of the fire drill should be recorded (e.g. any problems, times to evacuate etc).

Accident Records

These should be examined to see if any accident trends or specific areas where accidents are occurring can be identified. Remedial action/accident prevention programs can then be implemented.

General Inspection of Premises

A formal inspection of the premises will be carried out by someone from the management team with a governor (in the form of the Premises, Health & Safety Sub-committee). The findings of the inspection will be passed to the Headteacher for action where necessary and also formally submitted to the full Governing Body at their next meeting.

Half Yearly

Inspection of Ladders/Stepladders

A formal recorded inspection of ladders/stepladders for defects by a competent person as per the specific guidance issued relating to ladders and stepladders.

ANNUALLY

Portable Electrical Appliance Testing

Whilst there is no specific requirement to carry this out annually and the frequency should be determined by risk assessments, many establishments find that it is easier administratively to test all appliances annually. This testing should be carried out by a competent person and recorded. It should include all portable electrical appliances in the premises including any brought in by staff. (Bear in mind that some appliances which are subject to significant use and potential for abuse may, where risk assessed, require testing more frequently e.g. hand held electrical tools).

Tests of PE Equipment

All PE Equipment should be subject to an annual inspection by a competent person with the findings recorded.

Fire Extinguishers and Fire Hoses

These should be checked by a competent person on an annual basis and labelled as such with an indication of when the next inspection is due. Any fire appliances found to be faulty should be repaired or replaced as necessary.

Cookers, Food Technology

These should be subject to an annual inspection to ensure they are operating correctly and this should be recorded.

Annual Gas Soundness Test

The premises should be subject to an annual gas soundness test which should be organised through County Property Division.

Boilers/Pressure Systems incl.

These should be examined/tested in line with the written Scheme of Examination. These examinations are carried out by the County's insurers. Calorifiers - check internal surfaces of calorifiers for scale and sludge.

Water Systems

Cold water storage tanks – visually inspect internal condition of tank.

Fire Safety

Emergency Lighting should be inspected and tested by a competent person. Fire Alarm system serviced by competent engineer. These inspections can be arranged through Corporate Resources.

5 YEARLY

Fixed electrical installation inspection and testing.

Health and Safety Plan Monitoring Schedules

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		

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		
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		

Risk Assessments – DCC Guidance

Step 1- Look for the hazards

Walk around the establishment and/or examine the work activities your team undertake and look afresh at what could reasonably be expected to cause harm. You should involve employees and their representatives in this process. **If you decide that the risk from a particular hazard is so low as to be trivial then this should be recorded and no further action is required for that hazard.**

For the other hazards identified where the risk is deemed more than trivial you should move into step 2

Step 2 - Decide who might be harmed and how.

Identifying for each hazard who might be harmed will help you make sensible decisions on the most appropriate measures required to manage the risks. When identifying who might be harmed you don't need to list individuals but rather groups of people.

Don't forget: those who may be particularly at risk or who may not be in your workplace all the time, such as:-

- Pupils, young workers, trainees, new and expectant mothers, people with disabilities or those whose first language may not be English who may be particularly at risk;
- Cleaners, contractors, etc. who may not be in the establishment all the time or who may be there out of normal working times;
- Members of the public or people you share your workplace with, if there is a chance that they could be hurt by your activities; and
- Staff who work away from the base.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate or more should be done.

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk.. Even after all precautions have been taken, some risk usually remains. What you need to decide for each significant hazard is whether the remaining level of risk is acceptable or not. If you decide that with your existing precautions the level of any remaining risk is so low as to be acceptable then these precautions (control measures) and the fact that the risk is controlled should be recorded (see step 4). If you conclude that the risk is not adequately controlled and more needs to be done to reduce it to an acceptable level then you will need to introduce additional control measures. Your real aim is to reduce risks as far as is reasonably practicable to protect people from harm.

In taking action, ask yourself:

- Can I get rid of the hazard altogether
- If not, how can I control the risks so that harm is unlikely

When controlling risks, apply the principals below, if possible in the following order

- Try a less risky option (e.g. switch to using a less hazardous chemical);
- Prevent access to the hazard (e.g. by guarding);

- Organise work to reduce exposure to the hazard(e.g. put barriers between pedestrians and traffic);
- Issue personal protective equipment(e.g. clothing, footwear, goggles etc): and
- Provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost a lot more if an accident does happen.

What if I have already assessed some of the risks?

If, for example, you use hazardous chemicals and you have already assessed the risks to health and the precautions you need to take under the Control of Substances Hazardous to Health Regulations (COSHH), you can consider them 'checked' and move on. Alternatively, this process will help to identify such areas where controls are required.

Step 4 - Record your findings and implement controls

You need to record the significant findings of your assessment. This means writing down the significant hazards and conclusions you have come to as to how the risk is to be controlled. You must tell those affected about your findings (see below) – keep the language simple and understandable.

Suitable and sufficient – not perfect!

Risk assessments must be suitable and sufficient. You need to be able to show that:-

- A proper check was made;
- you asked who might be affected you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
- The precautions are reasonable, and the residual risk is acceptable; and
- You involved staff or their representatives in the process

If you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. The action plan is key to demonstrating your commitment to reducing risks to an acceptable level and a good plan of action often includes a mixture of different things such as:

- A few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- Long-term solutions to those risks most likely to cause accidents or ill health;
- Long-term solutions to those risks with the worst potential consequences;
- Arrangements for training employees on the main risk that remain and how they are able to be controlled;
- Regular checks to make sure that the control measures stay in place; and
- Clear responsibilities – who will lead on what action and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan. A few "quick wins" in terms of implementing control measures which are easy or low cost will demonstrate to staff your commitment to reducing risks but the key must be to implement long term permanent solutions to deal with the highest risks.

The records of your findings and control measures may refer to assessments carried out under other legislation, as mentioned above. They could also refer to guidance that will be followed e.g. guidance from the LA.

The records should be:-

- Easy to create
- Simple to use
- Updateable
- Auditable
- Kept close to where the risks are

NB All those affected by any hazards must have ready access to and copies of any risk assessments carried out.

Communication

Staff, and where appropriate others who are affected by the activity, must receive information, instruction and training on:-

- The hazards and risks to which they are exposed.
- The control measures required to reduce the risks to an appropriate level.

This means it is not adequate just to tell people how to control the risks. We must tell them why. For example, if we have a member of staff working in an area where ear protection is required, we need to ensure that they understand not only that they have to wear it, but **why** they have to wear it, so they will need to know the level of noise they are exposed to and what the effects may be if they don't comply e.g. how it will damage their hearing and the likely extent of that damage.

Staff may also need training to operate safely and efficiently, any equipment they may be provided with to control those risks, e.g. safe use of stepladders.

The giving of this information/instruction/training should be recorded in much the same way as any other instruction/training is recorded. What needs to be ensured is that when the information has been given, each individual **understands** what is required of them. One way to help achieve this would be to involve them in the risk assessment process.

Once it has been decided that a full risk assessment is required, move on to carrying out the assessment. The assessment must be suitable and sufficient.

Monitoring the Effectiveness of the Assessments

It is not sufficient simply to carry out risk assessments, file them away and forget about them. It is important that we monitor how effective they are at reducing the risks to staff and others so that, where necessary, changes can be made.

There are two basic methods of monitoring. These are:-

- Active monitoring
- Re- active monitoring

A) Active monitoring is the work carried out to prevent any accident or incident occurring and would focus on:-

- Are staff complying with the requirements of the risk assessment and if not, why not? It may be that they have a perfectly good reason for not complying. This situation could easily occur if there has been insufficient consultation when carrying out the assessment.
- If staff are complying with the risk assessment, has it reduced the risks as much as it was thought it would do?

The tools for active monitoring are:-

- Preventative maintenance inspections of equipment and premises.
- Statutory inspections, test and examination of equipment.
- Safety tours and inspections.
- Occupational health surveys/measurements (for hazardous processes and procedures).
- Safety audits (checking the paperwork and system for managing the risk assessments).
- Visual monitoring of activities (to check what is being done against what is supposed to be done).

B) Re-active monitoring, as the name suggests, takes place after any accidental or incident has happened and focuses on:-

- Accident and ill-health investigations and records.
- Investigations and records of damage (to equipment and premises).
- Investigation and records of incidents which did not cause damage or injury, but had the potential to do so (near misses).

The production of meaningful statistics may be helpful with re-active monitoring.

Step 5 - Review your assessment and revise it if necessary

Most workplaces evolve over time and change be it through the introduction of for example new working practices, new staff or new equipment. The risks associated with this should be assessed as part of planning and change.

If there is any significant change, add to the assessment at the time the change is implemented to take account of the new hazard. You do not need to amend the assessment for every trivial change, but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever is necessary to keep the risks down. In any case, you should review your assessment to make sure that the precautions are still working effectively. It is also sensible to view assessments on an annual basis as part of a rolling program even when there haven't been any significant changes.

Reviewing When the monitoring (as indicated above) has taken place, the results can be measured against the existing risk assessment to decide whether or not changes are necessary to reduce the risks further, or whether the assessment needs to be revised to accommodate changes in circumstances, e.g. changes in the use of a room or building, the introduction of new equipment, a new member of staff with less experience than the previous person.

Revising If changes are required then these should be carried out as soon as possible.

Fire Action Notice

On Discovering a Fire

1. Activate the alarm.
2. Dial 999 to call the Fire Services
3. The Fire Brigade to be contacted by the Headteacher or (Senior Officer on Site)
4. If safe to do so, tackle the fire using the equipment provided.
(Do not endanger yourself or others in doing so.)

On Hearing the Alarm

5. Leave the building by the nearest available exit.
6. Close all doors behind you.
7. Report to your designated assembly point, which is in the school front
Play ground

Do not stop to collect personal belongs.

Do not use lifts.

Do not re-enter the building for any reasons unless authorised to do so by the Fire Officer.