


# TIBSHELF COMMUNITY SCHOOL HEALTH & SAFETY

Ratified: May 23  
(DCC 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 Children's Services Department issued on the S4S site.

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

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

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


- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment are 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.
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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.

### **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 are 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 subcommittee 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 are 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 have the following responsibilities:

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

To oversee the general workplace inspections and performance monitoring process.

To oversee 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 holding positions of special responsibility.**

This includes Deputy Headteachers, Heads of Faculty, Heads of Departments, Admin Managers, Line Managers, Technicians and Site Staff have the following responsibilities:

- Apply the school's health and safety policy to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

### **Class teachers**

Class teachers are expected to:

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

- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to 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 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 Line Manager or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives, or requirements.
- Co-operate with any investigations related to health and safety, e.g., accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.

### **School Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.



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

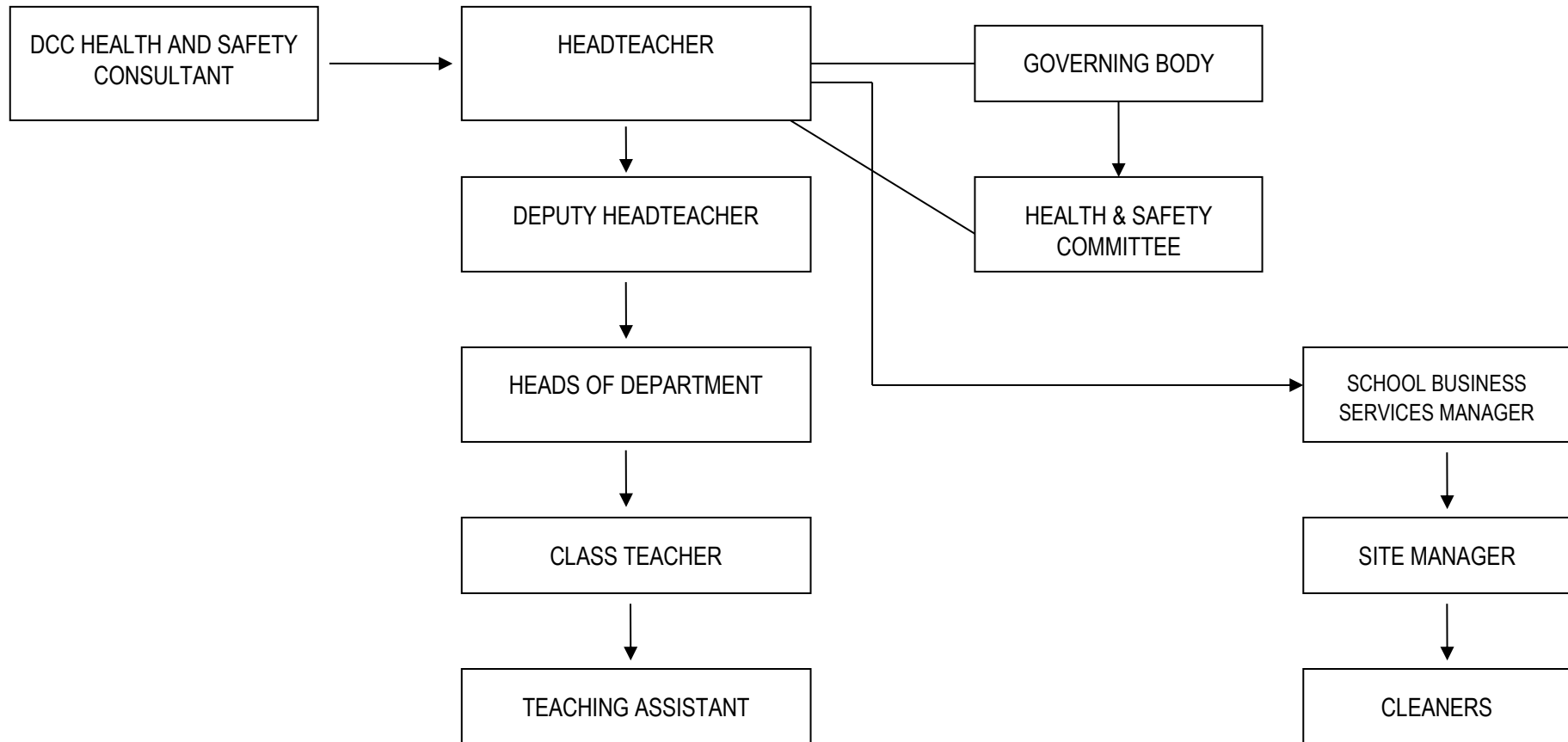
### **Pupils**

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/ or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



## Organisational Responsibility for Health and Safety





## **Arrangements for Health and Safety**

This is perhaps the most important part of the Health and Safety Policy. In effect it can be described as a list of rules to be followed by staff.

**The arrangements will be kept under review and will be added to as new or revised policy/guidance is issued by the Local Authority.**

### **Accident/Incident Reporting**

All accidents and incidents will be reported and recorded in line with the Local Authority accident reporting guidance.

### **Accident Investigation**

All accidents and incidents will be investigated in line with the Local Authority accident investigation guidance.

### **Administration of Medicines**

Medicines will be administered in line with Local Authority policy and guidance

### **Asbestos**

Local Authority policy and guidance to be followed

### **Communication**

Arrangements for communication between management and staff regarding health and safety issues, e.g., defect reporting, health, and safety bulletins, etc. are in line with the health and safety policy and guidance

### **Consultation with Staff**

Arrangements for consultation with staff, e.g., safety committee, inclusion of health and safety on the agenda of staff meetings, etc, including consultation with union elected health and safety representatives.

### **Contractors**

Arrangements for contractors – Schools have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.

### **COSHH**

COSHH assessments are in place, where necessary and reviewed regarding:

- Introduction of new substances
- Use and storage of gasses, e.g., oxygen, acetylene, propane, carbon dioxide etc.
- Dealing with the risk presented by ionising radiation.
- The control of any biological hazards.
- The controls for disposal of hazardous or toxic waste.

### **Curriculum Areas**

Arrangements for controlling the risk in specific curriculum areas:

- Technology and Computing
- Drama
- Art

- Science
- Physical Education, etc

**Disaster Plans**

Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g., evacuation procedures are covered in the Critical Incident Policy

**Display Screen Equipment**

Local Authority and HSE guidance are shared with staff

**Educational School Visits**

Arrangements for managing educational visits and carrying out associated risk assessments are in line with Local Authority policy

**Environmental**

Arrangements for controlling the environment, e.g., temperature, humidity, noise, dust, lighting, ventilation, etc. are monitored in line with HSE and Local Authority guidance

**Fire**

Fire Evacuation policy is in place and reviewed annually, with drills taking place every term

**First Aid**

Local Authority First Aid policy is in place and reviewed annually

**Housekeeping/Storage**

Housekeeping and maintenance are constantly reviewed and completed in line with health and safety requirements and guidance

**Inspection of the Premises**

Carried out in line with health and safety requirements

**Lockdown**

A Lockdown policy is in place and regular lockdown drills take place to ensure all staff and students are aware of the procedure

**Lone Working**

Lone Working procedures are followed in line with policy and guidance

**Manual Handling**

Staff are trained in manual handling in line with HSE guidance

**Mechanical/Electrical**

Arrangements for the inspection and maintenance of machinery and equipment is carried out and recorded.

**Monitoring Auditing**

Monitoring and auditing the policy and procedures is carried out annually, with a governor to ensure compliance, which results in an action plan being put into place.



The following is a list of equipment and practices for which records are kept and will be updated as appropriate:

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Local Exhaust Ventilation (LEV)
- Lifting Apparatus
- Mechanical Machinery
- Lifts
- Fume Cupboards
- Pressure Systems
- Fixed Electrical Systems

The following Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by Derbyshire Schools.



**Health and Safety Plan Monitoring Schedule***(delete and amend as appropriate)***Annual Checks**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
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**

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Walls, Fences, Gates, and Seats		
Fire Alarm Tests		
Minibus – Routine Checks		
Minibus – First Aid Kit		

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

<b>Item</b>	<b>Check By</b>	<b>Comments</b>
Physical Intervention		
PE Safety		
Lettings (Safety)		
Driver minibus checks		
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		

### One off Activities

Risk Assessments are used for identifying and controlling the risk involved with "one off" activities, e.g., outward bound activities, etc.

### Out of School Activities

Local Authority guidance is followed using EVOLVE.

### Personal Emergency Evacuation Plans (PEEP's)

Arrangements are in place for anyone who requires assistance to evacuate the building in an emergency as part of the fire evacuation policy

### Personal and Intimate Care

Policy is in place

### Personal Protective Equipment

PPE is provided for relevant staff

### Positive Behaviour Support Including Physical Intervention

Policies are in place

### Premises

Service Level Agreement in place for the use of premises outside normal working hours

### Risk Assessments

Arrangements for carrying out risk assessments under current health and safety legislation, e.g., general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc are completed in line with policy and guidance

### Road Safety

Access restricted to site during the day by the entrance barrier.

### Security

Site Security policy in place



### **Stress Management**

Stress Management policy in place

### **Training**

CPD and training policy in place. CPD is recorded and monitored in line with the School Improvement Plan

### **Welfare Facilities**

Arrangements for the provision and maintenance of welfare facilities, e.g., toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch are in line with HSE guidance

### **Work Related Learning**

Provided in line with Careers, Employment Information and Guidance

### **Working at Heights**

Carried out in line with health and safety guidance

