



# Coton-in-the-Elms C of E Primary School

## Health and Safety Policy

Version	Last Review	Reviewed by	Next review	Comments
4	May 2022	L. McIntosh	July 2023	Formatted November 2022. No amendments to content made. P. 3 references DCC H&S web page Updated EVC on P. 8 as L. McIntosh
5	August 2023	L. McIntosh/ S Marbrow	July 2024	Refreshed. Highlights removed.

*Perseverance Enjoyment Awe and Wonder Compassion Excellence*

## **PART A: STATEMENT OF INTENT**

*Coton-in-the-Elms CofE Primary* intends to provide a safe and healthy environment for employees, pupils and visitors and to ensure that the work and activities carried out by the school will not adversely affect the health and safety of other people.

The governing body will ensure that there is adequate consultation between management and staff on health and safety issues, in particular before health and safety responsibilities are allocated to individuals.

Where the school management cannot effectively determine risks to health and safety or to devise strategies to deal with them, expert advice will be sought from either the Local Education Authority's (LA) Area Health and Safety Advisers, Health and Safety Executive, Fire Authority or Police Authority.

The governing body is committed to ensuring that members of staff receive adequate training and information in respect of health and safety risks in order for them to carry out health and safety duties.

To enable the objectives of this policy to be fulfilled, the governing body requires the support and cooperation of all staff and pupils.

The governing body recognise and fully support the principles, objectives and aims of the LA Health and Safety Policy and intend to implement the requirements of this policy where appropriate.

The governing body is fully committed to meeting its statutory obligations under the Health and Safety at Work etc Act 1974 and the subsequent health and safety regulations made under it.

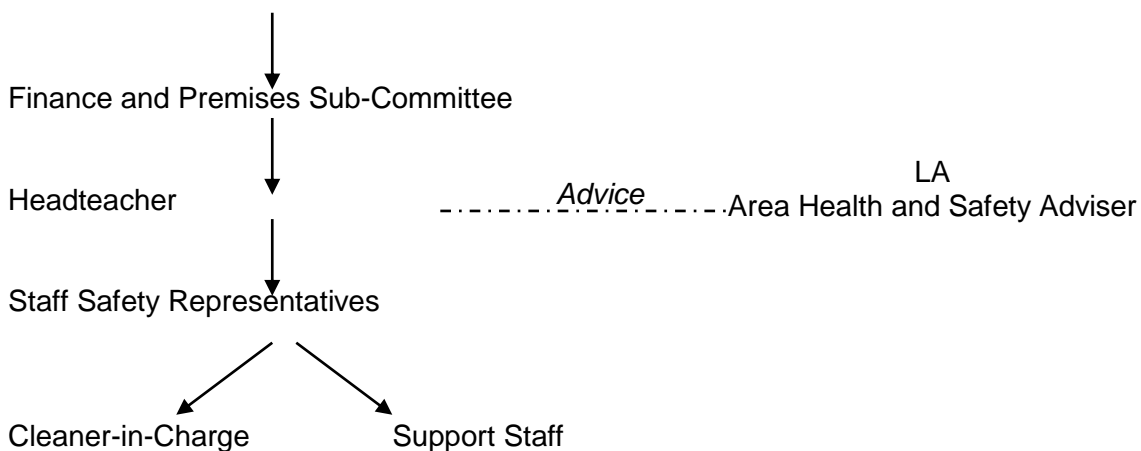
## Part B: ORGANISATION FOR IMPLEMENTING THE POLICY

In order to put into practice an effective health and safety policy for the school, it is essential for the LA, governing board, Headteacher and other staff to work together and to establish a health and safety culture within the school.

The overall responsibility for health and safety rests with the LA as employer but in practice, much of the responsibility is delegated to the school management. Refer also to: [Health and safety - Our Derbyshire](#) The lines of management responsibility and communication for health and safety issues are shown in the flowchart below:

### Lines of Management and Communication for Health and Safety Issues

Governing Body  
(Appointed Health and Safety Governors:



### Responsibilities of LA

The Health and Safety at Work etc Act 1974 places a duty on the LA as an employer to take reasonable steps to ensure the health and safety of their employees and other people (i.e. non-employees such as pupils and visitors) who may be affected by the school's undertaking whether on or off the premises.

The LA must take appropriate measures to ensure that health and safety in schools is effectively managed.

The LA has prepared a written health and safety policy statement, which outlines the management structure of the Authority and the general requirements for health and safety.

### Responsibilities of the Governing Body

The Health and Safety at Work etc Act 1974 gives duties not only to employers and employees but also to those who have, to any extent, control of the premises. Governing Boards are required to take all measures within their power to ensure that the school premises are safe and not hazardous to the health of staff, pupils or visitors.

The LA has delegated the responsibility for producing health and safety policy statements for individual schools to the established management team. This means the governing body, head teacher and other members of the school management.

While the governing board retains collective responsibility for health and safety issues in this school, a Health and Safety Governor is appointed to take the lead role on health and safety matters. His/her duties on behalf of the Governing Board are to:

1. Review the health and safety policy on an annual basis.
2. Ensure that procedures are in place to implement the health and safety policy.
3. Ensure that the school consider health and safety as an ongoing priority and include health and safety obligations in the School Improvement Plan where applicable.
4. Ensure that adequate resources for health and safety issues made available to address those issues.
5. Review risk assessments prepared by the school and ensure that all significant risks are identified, assessed, acted upon and monitored.
6. Carry out termly workplace inspections, with the Headteacher, Cleaner-in-Charge and Staff Safety Representative.
7. Ensure that the school seeks health and safety advice from the LA and other organisations as necessary and that this advice is acted upon as far as is reasonably practicable.
8. Report back to the governing board on health and safety issues.

These duties will be discharged in partnership with the headteacher and other governors who sit on the Finance and Premises Sub-Committee. While this Sub Committee will be the normal forum to discuss health and safety matters it is important to recognise that health and safety is cross-cutting issue and that all governors and sub-committees must have regard to any implications for health and safety in decisions that they take.

#### Responsibilities of the Headteacher

The headteacher has a delegated responsibility for the day-to-day management of the school and has a particular role in ensuring that the LA and governing board's health and safety policies and procedures are implemented.

In order to effectively discharge this responsibility the headteacher will ensure that all his/her organisational responsibilities detailed in the LA Health, Safety and Risk Management handbook are addressed. These include ensuring that:

1. The LA and governing board's health and safety policies are brought to the attention of all staff and are fully implemented and monitored within the school.
2. Staff are made aware of the guidance in the LA Health and Safety and Risk Management handbook and other guidance issued by the LA which is relevant to their work.
3. Joint health and safety workplace inspections are carried out at least once every term with findings being recorded and appropriate action being implemented to deal with any shortcomings.
4. Risk assessments are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risks, or, in the case of pupils, those responsible for their care.
5. Following risk assessment, to ensure that the identified risk reduction measures are followed up.
6. Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
7. Staff training needs in terms of health, safety and welfare are identified and that staff receive adequate health and safety training where required.
8. A hazard reporting system is set up and that there is a follow up procedure to ensure that corrective actions have been taken.
9. Appropriate emergency procedures (e.g. fire drills) are carried out in accordance with guidance in the LA Health, Safety and Risk Management handbook and that the results are recorded and acted upon.

10. Where contractors not approved by Derbyshire County Council are appointed to work on the site, all appropriate health and safety documentation (e.g. safety policy/risk assessments) are seen by the school, all appropriate controls are put into place and the health and safety performance of the contractor is monitored throughout the contract.
11. Appropriate first aid provision is provided and maintained.
13. Any health and safety guidance received from the LA or other organisations is made available to the governing body so that appropriate action may be taken as necessary.

#### Responsibilities of employees

All employees have health and safety responsibilities whilst at work in the school as outlined in The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The organisational responsibilities are detailed in the LA Health Safety and Risk Management handbook and include:

Employees must:

- take reasonable care of their own and others health and safety.
- co-operate with their employers.
- carry out activities in accordance with training and instructions.
- inform the employer of any serious risks.

Headteacher and teachers are generally acknowledged to have a duty of care to pupils in their care as they are acting in loco parentis. Although such a duty does not derive from legislation, it has been upheld in English courts as a duty which has derived from laws established through common use and case precedents

#### Responsibilities of School Cleaner-in-Charge

In addition to the general responsibilities as an employee, the Cleaner-in-Charge has the following specific responsibilities for health and safety within the school.

1. Daily monitoring of the safety of buildings and grounds.
2. Weekly checking of the fire alarm.
3. Maintenance of COSHH records for chemicals used in the school.
4. Reporting faults/hazards to the head teacher.
5. Removal of dangerous litter from school grounds.
6. Checking/clearing of paths and grounds of ice/snow and wet leaves.
7. Monitoring of drive closure.
8. Carry out termly workplace inspections, with Headteacher, Governor and Staff Representative.

### **PART C: ARRANGEMENTS FOR HEALTH AND SAFETY**

#### **Adequate Budget Provision**

Health and Safety issues have first priority on maintenance and Devolved Formula Capital budgets.

#### **Accident Reporting**

An accident book is kept in the Office. All accidents are recorded in the book and reported to the pupil's class teacher who informs the parents or carer at the end of the day. Pupils who receive bumps on the head are issued with bump stickers in case of later concussion.

More serious accidents are reported to the Headteacher or Deputy Headteacher and attempts are made to contact the parent at once.

Failing this contact, the Headteacher or Deputy Headteacher would conduct the child to either the local GP surgery or hospital or dial for an ambulance as appropriate. An accident report form would be completed and sent to the LA and Health and Safety Executive as necessary.

The Headteacher would also carry out an accident investigation as appropriate and ensure that measures are taken to prevent a similar accident occurring.

The Health Safety & Risk Management Education handbook should be referred to when reporting and recording accidents.

**Note:**

All incidents designated as 'reportable' under RIDDOR are now processed by the Incident Contact Centre in Caerphilly. Reports can be made directly to the local HSE office in Nottingham, on (0115) 9712 800. However, as they forward these directly to the Incident Report Centre, it may be easier to report directly to the Caerphilly Office.

Incidents may be reported in a variety of ways, by telephone, fax, e-mail, via the internet or by post. The contact details are outlined below:-

Postal Reports:	Internet/email:	Telephone/FAX :
Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG	<a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a> e-mail: <a href="mailto:riddor@natbrit.com">riddor@natbrit.com</a>	0845 300 9923 Fax: 0845 300 9924

Please note that irrespective of the reporting method used, we still require accident report forms to be submitted to the LA in accordance with our guidelines.

**Animals in School** (Permanently or Visiting)

Animals may carry infections, especially gastroenteritis, and guidelines for protecting the health and safety of the children should be clear and may include the following.

- Animal living quarters are kept clean.
- All waste is disposed of regularly.
- Litter boxes are not accessible to children.
- Young children should not play with animals unsupervised and children must wash their hands after handling animals, cleaning cages etc.

**Assaults** (Violence)

Schools must ensure that a policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School Managers need to be aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

Clear procedures are required for dealing with aggressive pupils or visitors to the establishment. It is important to ensure that all staff are competent and have received appropriate guidance and training to enable them to deal with the violence that they are likely to encounter.

**Contractors**

All contractors are appointed in accordance with the LA guidance for 'Making Safer Contracts'.

This includes the use of a flowchart and questionnaire designed to assist the school in ensuring that the contractor is competent to carry out the task required and is provided with sufficient health and safety information about the school.

If they are likely to create any risks they should be asked for a method statement, in writing, declaring how they will overcome or control the risks. When contractors are on site constant checks should be made to ensure they adhere to control measures such as fencing off areas of work etc.

The Headteacher is also responsible for monitoring the health and safety performance of the contractor throughout the contract.

All contractors are required to report to reception where they sign in. At this point, they are required to check the school's Asbestos Survey Report, and complete a "Permit to Work" form. Wherever possible, alteration and decoration work is carried on out of term time. Any work carried out in term time is managed to ensure children's and employee's safety throughout.

### **COSHH**

An inventory of chemicals and substances used on site is kept and updated by the Cleaner-in-Charge on a regular basis. Hazard data sheets are obtained for all chemicals and substances used in the school and a written COSHH assessment is carried out to ensure that:

- safe working methods have been drawn up
- any necessary personal protective equipment is available for use
- staff receive the appropriate information, instruction and training before commencing to use the chemicals or substances.

All chemicals and substances are secure and stored in locked safety cabinets and correctly marked.

### **Display Screen Equipment**

Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

To identify those employees who may or may not be classified as 'users', the school should examine the work activity. The more obvious categories of operatives who would be classified as 'users' are those whose work involves intense uninterrupted periods of inputting data or viewing data on screen, e.g. data input operators in a computing centre, secretaries, copy typists, accounts clerks, library book classifiers, 'and those whose occupations demand similar DSE activity'. A final decision will be influenced by what proportion of each operative's time is spent using the DSE and whether there are any prolonged and/or intensive periods of use.

Categories of staff most likely to need consideration are:

- (a) Secretarial/Clerical: a large proportion are likely to qualify as 'users'.
- (b) Academic/Administration: the most difficult group to assess, as usage may vary in intensity.
- (c) Other Staff: there may be some employees in various groups who qualify as users, such as teachers etc. Arrangements for identifying 'users' must not overlook these less obvious occupations.

### **Earrings**

Children are allowed to wear stud earrings as part of school policy.

The wearing of jewellery in school can constitute a hazard, especially for certain activities that involve specialised equipment or physical activity.

Children will not be allowed to actively physically participate in PE lessons with earrings unless they are taped.

The school and staff reserve the right to withdraw children from other activities if they believe that wearing of earrings could constitute a hazard.

### **Educational Visits**

The DfE have advised that each school should have an Education Visits Co-ordinator (EVC). The EVC should be someone who coordinates all aspects of school visits within the school and acts as a liaison point in the school for the LA in relation to this subject.

- Named Education Visits Co-ordinator (EVC) is Lisa McIntosh

Should you require any advice in this specific field please don't hesitate to contact:

Alison Latymer School Visits Advisor 01629 536499 / mob. 07917 070759 <a href="mailto:alison.latymer@derbyshire.gov.uk">alison.latymer@derbyshire.gov.uk</a>	Darran Hawkins Outdoor Education Adviser 01298 23260 / mob.07500226542 <a href="mailto:darran.hawkins@derbyshire.gov.uk">darran.hawkins@derbyshire.gov.uk</a>	Jerry Sanderson Senior HR Consultant (H&S) 01629 536499 <a href="mailto:jerry.sanderson@derbyshire.gov.uk">jerry.sanderson@derbyshire.gov.uk</a>
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### **Electricity**

An inventory of electrical equipment is kept which is updated as equipment is purchased or disposed of. The equipment is tested by a competent contractor on an annual basis. Records regarding the tests are kept for a minimum of two years.

No second hand or donated electrical equipment is permitted to be brought into school for use unless it has been entered onto the inventory and tested.

Staff using electrical equipment carry out a simple visual check before use and a formal recorded check is carried out during the workplace inspection.

Any defective electrical equipment is taken out of use and reported.

### **Emergency Situations**

The Headteacher ensures that all staff are made aware of the emergency isolation points for mains services, gas, water and electricity. These isolation points are clearly labelled and accessible and are marked on the site plan for the school.

### **Environmental Conditions**

The environmental conditions (e.g. temperature, lighting, ventilation) in the school are monitored as described above.

The Cleaner-in-Charge ensures that all the school windows can open to provide sufficient natural ventilation (particularly after any redecoration). Where appropriate, windows are fitted with blinds.

Heating is provided by boilers that are serviced regularly in accordance with manufacturer's instructions.

### **Fire**

A fire risk assessment has been carried out by the Headteacher in accordance with Derbyshire County Council's Corporate Procedures for implementing the Fire Precautions (Work Place)



Regulations 1997. This assessment will be reviewed periodically. The details of this can be found in the school's Fire Safety Management and Risk Assessment.

Fire procedures include:

- The fire evacuation procedure (including who will contact the emergency services)
- Testing of the fire arm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedure for identifying used equipment (including the recording of service).

Also consider;

- Who will contact the emergency services if required? (*consider what to do in the case of a false alarm*).

### **First Aid**

In the light of school's legal responsibilities for those in their care, careful consideration should be given for the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

#### *First Aid Boxes*

The contents of the first aid boxes will comprise of the minimum provision recommended by the Health and Safety Executive. The items will be restocked as soon as possible after use and items will be discarded safely after the expiry date has passed.

#### *Record-Keeping*

The Headteacher or admin staff will ensure that records of any first-aid treatment given by first aiders and appointed persons are recorded. These records will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards
- the name and signature of the first aider or person dealing with the incident

### **Health and Safety Training**

The health and safety training needs of staff are identified through the School Improvement Plan training courses are then identified. Health and safety training also forms part of the induction process for new or supply staff

Governors who have a health and safety brief are also given the opportunity to attend health and safety training either through the local cluster group or the health and safety module on the Derbyshire School Governor Training Programme.

Records are maintained of all health and safety training on personal files

### **Grounds Maintenance**

Grounds Maintenance is carried out by a contractor who is appointed as detailed above. The Headteacher is responsible for ensuring that pesticides are only handled and used in an appropriate manner after prior consultation with the school.

## **Lone Working**

There are lone workers in school from time to time and the LA Generic Risk Assessment for Lone Working has been adopted by the school

. The school also has regard to the LA Code of Practice on Lone Working.

Staff are not permitted to work at height, enter confined spaces or operate dangerous equipment as lone workers.

Whenever members of staff are alone within the school building they will lock all entry doors (ensuring that they still have a means of escape in case of fire).

All home visits are carried out in accordance with a safe system of work. This includes pre-arranging visits and leaving a written record of visits at the school with contact addresses and numbers and an expected time of return. All visits are carried out in pairs and at least one member of the pair has a mobile phone. Where staff do not return or phone in by the pre-arranged time a follow up procedure is launched.

## **Manual Handling**

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

Some examples of actions that may cause manual handling injuries are:

- work involving sudden, jerky or hard to control movements or which causes discomfort and pain
- work involving too much bending, reaching or twisting;
- work where a long time is spent holding the same posture or position
- work that is fast and repetitious
- heavy weights which have to be lifted and carried manually
- work where force is needed to carry out a task

## **Management of Stress**

School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. These then lead to other problems, stress among staff who have to cover, stress in staff who make up for reduced efficiency. See also the school's Stress Management Policy.

## **Personal Protective Equipment**

All areas where personal protective equipment may be required are identified through the risk assessment process and issued by the school or the LA in the case of caretaking and cleaning.

## **Risk Assessments**

Risk assessments are undertaken and are available. These risk assessments cover:

- fire
- adverse weather
- lone working
- storage
- hand tools
- working, activity and teaching areas
- educational visits

- accommodation

Specific risk assessments will also be carried out for

- Educational visits (these may be based upon the generic risk assessments developed by the LA e.g. Concerts and open evenings, Bouncy castles, Cash handling etc).
- Pregnant employees as soon as the school is made aware of the pregnancy.

The Headteacher and Staff Health and Safety Representative are responsible for carrying out the risk assessments. The Finance and Premises Committee also review them.

The findings of the risk assessments are communicated to staff via staff meetings. This is recorded on the risk assessment front-sheets.

### **Welfare Facilities**

The staff room is provided with facilities to make hot drinks and heat food etc and is available for staff during break and lunchtimes. Hot drinks are not to be taken out of the staff room unless carried in safety cups.

The school has a general No Smoking policy. This includes the use of e-cigarettes.

### **Wildlife Area**

The LA as employer has a duty to ensure the health and safety of pupils and owes a duty of care to trespassers. For this reason all ponds on school sites must be fenced. The fence must be at least 1.2 metres high and of a type which allows the pond to be easily visible but is not easily climbed.

A ranch style post and rail fence with chain link fastened to the outside is an appropriate type of fence to use. Where the school intends to use the pond for 'pond dipping' or other curriculum based activities the fence will need to be constructed in such a way as to allow sufficient room around the pond for pupils to work and move with ease.

### **Work Equipment**

All new equipment is obtained from reputable suppliers to ensure that it meets current safety standards. Work equipment is subject to a visual check by a member of staff before use and is only used by pupils under adult supervision. The equipment is also subject to a recorded inspection every term during the workplace inspections. Defective equipment is taken out of use and either repaired or disposed of.

The school has regard to the LA Science and Technology Safety guidance for Key Stages 1 and 2. Design tools are stored in the classrooms and are only made available for use under close adult supervision following a visual inspection to ensure the tools are in a safe condition.

The PE equipment in the school hall is subject to a visual check by a member of staff before every lesson and a certified inspection by a competent person every year.

### **Workplace**

Workplace inspections are carried out at least once every term by the Headteacher, Staff Health and Safety Representative, Cleaner-in-Charge and Appointed Health and Safety Governor. The findings are recorded, acted on and reported to staff and the governing board.

The Cleaner-in-Charge carries out regular informal checks of the school environment.