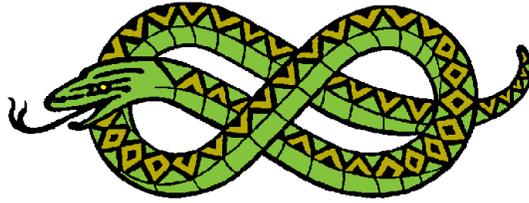


# PILSLEY C of E SCHOOL



## Health and Safety Policy

### SECTION 1: Declaration of Intent

The County Council and the governors have a statutory duty to provide a safe place of work and healthy working environment for all employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises.

This policy makes an unequivocal commitment to high standards of health and safety. The School Governors accept the responsibility to set a safety policy, for all of the work which falls within their remit, which is in accordance with the policies of the County Council. We seek to maintain, and improve progressively, the environment of the school and other work places in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone have sufficient information and appropriate training to fulfil their responsibilities.

We seek to create an environment within the school where everyone:

- is aware of their responsibilities to each other;
- act in responsible ways, consistent with others' health and safety;
- safeguard and promote the health and safety of others.

The policy relates specifically to health and safety on the school site and its environs. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations.

All employees organising educational visits must comply with the Derbyshire County Council guidance on Educational Visits as well as procedures identified in various documents such as the staff handbook.

We undertake to make arrangements for consultation and participation in decision-making in matters relating to health and safety, between governors, teaching and non-teaching staff, representatives of trade unions and professional associations and students.

Failure on the part of employees to discharge the obligations placed upon them by this policy may render them liable to:

- prosecution under health and safety legislation;
- disciplinary action, under the school's disciplinary procedures and rules.

## **SECTION 2: Objectives**

The governors seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities; and employees trained in first aid, including outdoor pediatric first aid for Forest Schools leaders.
- safe premises, plant and equipment;
- safe arrangements for the handling, storage and use of materials and substances
- systems for the establishment and maintenance of codes of practice and risk assessments;
- safe access and egress, including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;
- periodic checks on the safe operation of tools and equipment.

This policy will be periodically reviewed to ensure that it complies with legislation and local conditions.

## **SECTION 3: Responsibilities**

The governors expect the Head and **all employees** to be responsible for ensuring the effective implementation of this policy.

All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements;
- be aware of, support, implement and comply with this policy;
- set a good personal example through safe behavior;
- make use of protective equipment available and follow procedures established for safe working; and to ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- teach safety as an integral part of courses, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity.

The Health and Safety Governor will carry out co-ordination of the policy and its implementation. This will be done in liaison with the Head.

Specific roles, responsibilities and procedures are outlined as follows.

### **i)The Duties of the Governing Body**

The Governing Body, in consultation with the Head will:

- make itself familiar with health and safety legislation and codes of practice which are relevant to the work of the school including all

community education;

- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

## ii) Duties of the Head

The Head is accountable to the Governing Body for the implementation of the Health and Safety Policy. She has responsibility for the day to day maintenance and development of safe working practices and conditions. The Head is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Head will:

- be aware of the requirements of health and safety legislation and codes of practices relevant to his/her areas of responsibility;
- ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which he/she has responsibility;
- ensure safe working practices and procedures;
- consult with employees on health and safety issues;
- identify training needs of employees and students and ensure, within the resources available, that these needs are met;
- collate accident and incident information and when necessary, carry out investigations;
- monitor the standard of health and safety throughout the school;
- monitor first aid and welfare provision;
- arrange systems of risk assessment.

## iii) The Duties of the Health and Safety Governor

The function of the Safety Officers is to represent the employees in consultation with the Head or his/her representative in terms of the requirements of the **Health and Safety at Work , etc. Act 1974**.

In order to carry out this duty effectively, the Safety Officer shall:

- have an understanding of relevant current practice
- investigate potential hazards and dangerous occurrences in the school
- investigate complaints by any employee relating to health, safety or welfare at work and to make representations to the Head regarding such matters
- organise regular inspections of the school site and report back to the Health and Safety Committee
- attend the meetings of the Health and Safety Committee.

## iv) The Duties of all Employees (teaching and non-teaching)

All employees will make themselves familiar with the requirements of **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work. They should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
  - co-operate with his/her employer to enable the employer's duties to be performed or complied with.
- All employees are expected to familiarise themselves with the health and safety aspects of their work

and to avoid conduct which would put them or anyone else at risk.

In particular all employees will:

- be familiar with this health and safety policy and all other safety regulations as laid down by the governing body and/or the Head;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by all students and other employees;
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.

#### **v) The caretaker**

The premises team will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to their work.

They should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- co-operate with her employer to enable the employer's duties to be performed or complied with.

In addition to the duties of all staff, the premises team should:

- identify premises defects and deal with them as appropriate. Where they cannot be dealt with, ensure the area is made safe and the matter reported to the Deputy Head responsible for Premises;
- ensure that hirers, contractors and others who use the premises are briefed in Health and Safety procedures so that they can conduct themselves in such a manner that all statutory and advisory safety requirements are met.

#### **vi) Trade Unions Safety Representatives**

The Safety Representative(s) are to:

- carry out the duties as defined in the Trade Union Safety Representatives and Safety Committee Regulations;
- assist in communication between their members the Head
- assist in dealing with problems involving health and safety when asked to do so in accordance with the agreed health and safety procedures;
- be involved with inspections with the Safety Committee.

#### **vii) Students**

Students are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;
- report unsafe matters and to voice concerns about health and safety through their form teachers or any other employees as appropriate.

## **SECTION 4: Arrangements and Procedures**

### **i) Accident Reports**

All accidents and injuries to any person on the school premises are to be reported. Staff complete records by the first aid cabinet next to the playground entrance, as per the First Aid policy. A reporting book to be taken on all Forest Schools sessions.

### **ii) First Aid**

Pilsley Church of England School will adhere to the Code of Practice as laid down by the County Council. At the discretion of the governing body a number of staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence. For Forest Schools sessions a member of staff must have gained a certificate in Outdoor Pediatric First Aid.

Supplies of first aid material are held in the first aid cabinets in the computer suite, the Early Years suite and in the main cupboard by the Playground entrance. In the event of medical assistance being required during school hours, contact a designated first aider.

A record will be made of each occasion that first aid treatment is given either on school premises or related buildings or as part of a school related activity carried out on behalf of the governing body. A reporting book to be taken on all Forest Schools sessions.

### **iii) Evacuation Procedures**

We will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. Staff, students and users of the school site and other locations will regularly rehearse this plan.

### **iv) Risk assessments/COSHH**

Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances. Risk assessments are co-ordinated by the Head

### **v) Health and Safety Audits (included in our monitoring section)**

### **vi) Visitors to the school site**

All visitors/contractors must report to Reception and sign in the visitors' book.

All visitors/contractors must carry the identification provided which is currently a school visitors' badge. It is important that unauthorised callers are challenged as to the nature of their visit.

### **vii) Intruders on the school site**

It is recommended in the Derbyshire County Council advice and guidelines that employees should assess the risk of challenging unauthorised callers and where appropriate two members of staff should be involved.

### **viii) Safety training**

All staff new to the school will be appraised of our Health and Safety Policy. Other training will be given

when and where necessary, as appropriate to the nature of the task.

#### **ix) Codes of practice**

All our current practice will be in line with the County Council Education Department Codes of Practice. Separate statements will outline our procedures and codes of practice.

#### **x) Personal safety**

The school includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for students. In this work we impart skills and knowledge to enable students to be aware of ways in which they can help themselves to keep safe.

#### **xi) Minibus**

The school will adhere to the established County Council Regulations and Procedures.

Staff driving the minibus should have a driver permit

Staff volunteering to drive any minibus in connection with their employment must accept that they take on additional responsibilities which they should not do without knowing they are fit, sufficiently rested, trained, experienced and properly authorised to do. They must notify the person in charge of the minibus of any change in circumstance.

#### **xii) Smoking**

There is no smoking inside the school or its grounds.

#### **xiii) Inspection of electrical equipment**

Inspection of portable electrical equipment and fixed installations will be carried out in line within the guidelines of the County Council.

### **SECTION 5: Monitoring the implementation of the policy**

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Health and Safety Committee. This committee comprises:

- The Head
- The Health and Safety Governor
- A Governor
- Representative of the Trade Unions/Professional Associations (if available)
- Any other members the committee chooses to co-opt.

This committee meets at least once per term. Its terms of reference involve monitoring the health, safety and welfare of all employees, students and visitors; and to monitor and take appropriate action in response to any change in circumstance. The Committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received.

The committee should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it. It has a duty to advise the Head in all matters relating to health and safety.

There will be an annual audit of the whole school site by a nominated person, made on behalf of, and

reporting to, the committee. This is in addition to any audit/survey undertaken on behalf of trade unions/professional associations. In practice, however, where there is no conflict of interest, by agreement, a single audit can be undertaken, and made available to both parties. Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- reporting any concerns to the Head
- completing and forwarding accident report forms;
- completing all necessary risk assessments, and similar

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