



UNLOCKING YOUR
CHILD'S POTENTIAL

“Health & Safety Policy”

Agreed by Governing Body: 12.05.15.

Reviewed by Governing Body: 08.03.16.

Reviewed by Governing Body: 13.11.18.



1. THE STATEMENT

In the following sections, the text in italics may be used as the wording for a school safety policy, adding in the name of the school as appropriate.

1.1 General Requirements

This section of the policy sets out the school's general intention to comply with Health and Safety law. To do so it is usual, after identifying the Governing Body as the people in whose name the policy is issued, to quote the relevant sections of the Act in a format such as:

The Governors of The De Montfort School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
Chair of Governors		
Health & Safety Governor		
Headteacher		
Deputy Headteacher		
Business Manager		
Premises Manager		
School Safety Officer		
Next Review Date:		



Clauses (d) and (f) allow for the duty of care towards pupils and other non employees, as mentioned in the previous section. This also includes the school's duty of care towards people hiring its premises, though it does not diminish their responsibility towards the school.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The HSW Act requires employers to provide for consultation between management and employees on health and safety matters. Whilst this may be achieved through direct discussion between management and staff, the Act allows for the appointment of Safety Representatives by staff through their recognized trade unions or associations and the statement should acknowledge this. They have the right to carry out regular inspections of the premises and request (as do also individual employees) the convening of a school safety committee. These rights should be acknowledged in the statement by a clause such as:

The Governors recognize the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a Health & Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

1.4 The Role of the Local Authority

Although many responsibilities have been devolved to schools, the LA retains the prime responsibility for health and safety in Community and Controlled schools and will retain the practical duties of an employer (acting as the agents of the Governors) in those Foundation and Voluntary Aided schools which purchase LA health and safety services through a Service Level Agreement. The statement should therefore also indicate the school's intention to comply with LA policy and requirements in respect of health and safety in a statement such as:

The Governors recognize the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The statement should indicate the school's readiness to seek expert advice on health and safety matters when necessary, in the first instance from the LA:

The Governors recognize that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.



1.5 Local Management of Schools and Delegated Funding

Since the introduction of "Local Management of Schools", governing bodies have a considerable responsibility for the upkeep of equipment and premises, which has increased with the increased delegation of funding since 1999. The Governing Body should acknowledge this responsibility with a clause such as:

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

Various regulations published under the Health and Safety at Work Act, require employers and managers to undertake the process of risk assessment in any areas of work which might be seen to give rise to significant hazards. A suitable form of words might be:

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992 as amended,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

The whole statement should be signed and dated by the most senior people responsible for writing and implementing it. In practice this will be the Chair of Governors and the Headteacher.

A copy of the Statement (not the whole policy) should be posted in a prominent place in the school. Ideally the entrance hall is the ideal place.

A copy of the statement must be given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy. This can easily be done by including it in the Staff Handbook, making it available on the school internal intranet system, hard copy on the H&S notice board or boards. If this is not practicable, the whole policy must be freely available at any time and the Statement should specify where it can be seen by staff. School to keep a record of the fact that staff have received the policy by a signature and date.



2. THE ORGANISATION

2.1 Who to include

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school. Depending on the arrangements in force at the particular school, it will be necessary to define the role of all or any of the following:

The Local Authority (Worcestershire County Council)

The Governors

The Headteacher (Mr Guy Nichols)

The School Safety Officer* (Mr Matt Sandell)

Heads of Faculty / Department / Subject Co-ordinators in areas of particular risk (ie. Art and Ceramics, Design and Technology (including Food and Textiles), Drama, Physical Education and Science).

Other Teaching, Teaching Assistant and Technician Staff

The Sites and Buildings Manager / Caretaker / Cleaner in Charge (Mr James Cox/ Mr Steve Castle)

Grounds Maintenance machinery (Mr James Cox/Mr Jerry Curtis)

The First Aider / Appointed Person – please see up to date list in main reception

Any other persons who may have been given specific responsibilities for any aspects of health and safety, eg. the Minibus Manager or Lunchtime Supervisors.

Do not include any people who work in the school, but are employed by outside bodies eg. NHS staff, contract cleaners or cooks.

Individuals should be named in the Organisation section of the policy. If it is likely that a significant number of the people named might change jobs between reviews of the policy, then job titles only can be given in the Organisation section, with individuals named in an appendix which can be changed more easily.

Under delegated funding, although responsibility for many areas has been delegated to schools, the ultimate responsibility for Health and Safety at work remains with the employer, ie. the Local Authority for Community and Controlled schools or the Governing Body for Aided or Foundation schools.

* NB. The term Safety Officer is preferred to avoid confusion with the LA's Health and Safety Advisor or Trade Union Safety Representatives. The School Safety Officer is usually a senior member of staff and in large schools this will often be one of the responsibilities of the Administrative Manager / Bursar (if appointed) or a Deputy Headteacher. If nobody else is specifically appointed, the Headteacher assumes this role. In small schools this is often the case, but there is no reason why it should not be delegated to a deputy head or other suitably experienced member of staff, but they will need to have sufficient authority to influence the practice of all other staff. In general, the role



of School Safety Officer should not be undertaken by members of the governing body as it needs someone with an involvement in the day to day running of the school. In the following sections, the text in italics may be used as the wording for a school safety policy where it applies. Schools will need to select the appropriate wording, depending on their individual situations. (See also the associated electronic document "School Safety Policy Framework").

2.2 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services.

The Governing Body

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at The De Montfort School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.



- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out an annual Health & Safety audit.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.

(NB. This implies that it is necessary to have a procedure for reporting problems or defects. It is strongly recommended that schools should have a formal reporting system, with records kept to show that action has been taken.)

- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.



- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- o) The Headteacher with the Premises Manager must be aware of all contracts and/or third parties entering the school to undertake maintenance, service of works contracts. When building or plant maintenance work is carried out by contractors the Headteacher and Premises Manager must oversee that it is competently and safely executed. All contractors must be LA approved or have their own public liability insurance.
- p) The Headteacher will have the right to stop what is considered to be unsafe practices in any situations on the school premises.
- q) The Headteacher will ensure that in all relevant schemes of work for pupils there is adequate instructions/supervision for health and safety.

2.5 Heads of Faculty / Department / Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.

(Exemplar material is produced by subject associations or by CLEAPSS for Science.)

- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).
- i) The Heads of Department are responsible for producing a departmental safety policy and revising it where necessary.



- j) The Heads of Department are responsible for risk assessment for their subject area and for checking the safety of equipment.
- k) The Heads of Department must report any problem/defect to the Health & Safety Officer or the Premises Manager and make any recommendations for improving health and safety in their subject areas.

2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).
- d) All teachers and technicians must ensure that pupils in their charge are instructed or trained in the safe use of any potentially hazardous equipment and in the safe participation in activities.
- e) All teachers and technicians will ensure that fire drill regulations are clearly displayed in their room.

2.7 The Sites and Buildings Manager / Caretaker / Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction



(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Premise Team meet and greet and recording and reflect work completed by contractors.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers).
- k) The Premises Manager will ensure that when the showers have not been used for 7 days they are flushed correctly before use.

2.8 The First Aider / Appointed Person is responsible for:

- a) Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).
- b) The First Aider is responsible for the treatment of injury (within his/her training) to any person on the premises. The first aider must be trained up to "First Aid at Work" standard.
- c) The First Aider is responsible for informing the Health & Safety Officer of any injury so that the accident book can be correctly completed and the relevant forms filled in.
- d) The First Aid boxes will be freely accessible to all employees and be fully maintained at all times.
- e) There will be First Aid boxes in the Main Office and in all high risk areas.
- f) First Aid courses will be available as and when necessary.
- g) If there is an injury involving body fluids, disposable gloves will be used to treat it.
- h) Medicines are kept by the School Receptionist and given to the children when they need them. They should be given in the morning and taken home after school. No other child should collect them for the 'patient' and they should be kept out of sight.

Accident Reporting

- i) All accidents are reported to the office staff/Health & Safety Officer who will maintain the accident records. These will be kept in the Main Office and are available to all as appropriate. The 'accident book' and forms will be kept fully up to date. There is a separate staff/adult and pupil book. Appropriate electronic forms will be sent to the County when necessary, ie for serious pupil injury and all adult accidents.



- j) When an accident occurs, if it is minor, the casualty will be escorted to the first aider. If the accident is more serious the first aider will be sent for, and the casualty never left alone.

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

The Health and Safety at Work etc. Act 1974 provides for the appointment of “Safety Representatives” by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.)

It may not always be appropriate for Union appointed safety representatives to act as School Safety Officers, as they could be put in a position of having to represent two opposing parties, though their expertise can be very useful, given the training that the unions provide.

Under the “Health and Safety (Consultation with Employees) Regulations 1996, “Staff Safety Representatives” can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

Whilst safety representatives (of either sort) do not have responsibilities within the school, they do form a useful part of the overall organisation for safety and this should be acknowledged in the Organisation section of the safety policy.

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.
- f) The unions have the right to appoint a safety representative, as have the staff of the school.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

2.10 All Employees

- a) All employees have a duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.



- b) All employees must cooperate with the Headteacher to enable them to carry out their responsibilities.
- c) All employees must be familiar with the health and safety policies of the school.
- d) All employees must report any accidents, damage or hazards to the relevant people.



3. THE ARRANGEMENTS

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Contractors (Management of)
- 3.4 Contractors (Management of Asbestos)
- 3.5 Contractors and visitors on site
- 3.7 Defect reporting procedures
- 3.8 Display screen equipment (DSE)
- 3.9 Electricity at work
- 3.10 Fire precautions and Emergency Plans
- 3.11 First aid and Medication
- 3.12 Health and Safety Advice
- 3.13 Information dissemination procedure
- 3.14 Kiln
- 3.15 Lettings/shared use of premises (Extended Services)
- 3.16 Lifting equipment
- 3.17 Lone Working and Personal Safety
- 3.18 Maintenance/Inspection of Equipment, include fume cupboards
- 3.19 Manual handling
- 3.21 Monitoring arrangements
- 3.22 Noise at Work
- 3.23 Offsite and Educational Visits
- 3.24 Outdoor play equipment
- 3.25 PE Equipment
- 3.26 Personal Protective Equipment (PPE)
- 3.27 Ponds
- 3.28 Risk assessments
- 3.29 Smoking on site
- 3.30 Sports pitches / playing fields
- 3.31 Staff Consultation / Trade Unions
- 3.33 Swimming lessons
- 3.34 Swimming pools/hydrotherapy pools
- 3.35 Training and Development Health and Safety Related
- 3.36 Vehicles on site
- 3.37 Violence to staff /School Security
- 3.38 Water Hygiene
- 3.39 Work experience pupils
- 3.40 Working at Height
- 3.41 Stage Lighting



3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.
- Arrangements for wet floor cleaning to minimise risks of slips.
- Means of disposing of glass and other sharp objects
- Arrangements for snow shifting and icy conditions (refer to Grounds Maintenance Fact Sheet on Edulink)
- Arrangements for clearing leaves off pathways?
- Arrangements for security/location of external waste bins.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Safety Officer who will record the information via the WCC County Council accident/incident reporting system

All minor accidents should be recorded in the schools own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Include who is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

All accidents are reported to the office staff/ Safety Officer who will maintain the accident records. These will be kept in the Main office and are available to all as appropriate. The 'accident book' and forms will be kept fully up to date. There is a separate staff/adult and pupil book. Appropriate forms will be sent to County when necessary, ie for serious pupil injury and all adult accidents. Details of the accident are noted in the book in case of future investigations.

When an accident occurs, if it is minor, the casualty will be escorted to the first aider. If the accident is more serious the first aider will be sent for, and the casualty never left alone.

3.3 Contractors (Management of)

Contractors must comply with the Health & Safety at Work Act 1974, as must all people in the school environment.

All contractors entering or working on the school premises must report to the Office who will inform the Premises Manager or his assistants before commencing the work.

All rules and conditions must be agreed on before work commences and where appropriate a signed statement made.

There will be adequate separation of workmen and pupils.



If possible daily liaison meetings will be arranged to amend safety procedures as necessary, especially when work progresses from one area to another. This applies to larger jobs only.

3.4 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice, contact details are found on Edulink.

3.5 Contractors and Visitors on Site

Arrival on site

- On arrival at school Contractors must sign in and out at reception will need to wear an ID badge at all times.
- The Premises Manager will advise Contractors about health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- The Premises Manager and Heads of Faculties maintain the COSHH file
- The COSHH file is kept in the School electronic shared area
- Premises Manager, Co-Premises Manager, all departments, cleaning company and canteen company are responsible for purchasing COSHH products
- All COSHH materials have a safety data sheet
- The need to carry out risk assessments for tasks using the most hazardous substances as per the WCC COSHH Policy.
- Premises Manager and Co-Premises Manager are responsible for safe storage of the COSHH products with support from Heads of Faculties
- All staff are trained who work with COSHH materials
- Substances are all labelled appropriately
- Personal Protective Equipment is provided where necessary and through training
- COSHH substances are stored and transportation safely
- Emergency procedures for cleaning spillages/escape are all provided in the specific areas
- Procedures are in place for waste, unwanted or spilt substances.

Radiation

WCC School Radiation Protection Officer is Christine Birch, Health and Safety Advisor.

Tel: 01905 765624

Email: cbirch@worcestershire.gov.uk

Include:

- We have a designated member of staff who is the Radiation Protection Supervisor; (Mrs T Padley, Physics Teacher)



- The Science Technicians are responsible for purchase of this equipment. Couriers are selected by approved suppliers. We have a secure locked room and resources are kept inside a locked, metal case.
- The name of the Local Authority Radiation Protection Advisor (WCC Christine Birch)
- Monitoring equipment is available in the downstairs science prep room
- CLEAPS is used to provide information on risks and safe protocols
- There is a record book which is kept with the sources in the locked storage room.

3.7 Defect reporting procedures

We have an electronic defect reporting system across the whole school. The premises team monitor that this work has been completed and rectify any defects.

3.8 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- Mr S Wilson (IT Network Manager) will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

- Hardwired equipment is checked every 5 years by the Local Authority
- The Local Authority is responsible for ensuring the hardwiring checks are carried out
- All items which require portable appliances testing (PAT) including stage lighting are completed on an annual basis and carried out by staff in school who have completed the relevant training
- The Sports Manager/Premises Manager checks the hirers’ equipment for all lettings
- All staff / hirers / donated equipment is tested before use
- The PAT registers are kept on the Staff Shared area
- All defective items are removed or repaired
- All defects are reported to the Premises Manager via the ‘Job Reporter’ system on the network (Refer back to 3.7 Defect reporting procedures.)

3.10 Fire Precautions and Emergency Plans

- The Premises Manager is responsible for undertaking and reviewing the fire risk assessment (Worcester County Council), emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc
- Procedures for dealing with the worst foreseeable contingency (attach/refer to emergency plan)
- Arrangement for emergency evacuation drills, including staff with special responsibilities and frequencies of drills (annually), assembly points, etc.
- The Premises Manager is responsible for inspection and maintenance of fire exits/escape routes



- The Premises Manager is responsible for checking and updating the Fire Evacuation Notices
- The Premises Manager is responsible for regular inspections and maintenance of fire extinguishers and they are inspected annually
- We have an annual fire drill and all members of staff have to pass their fire safety certification training
- The Office Staff are responsible for calling the emergency services and co-ordinating the evacuation. Hi Viz jackets are worn by staff who need to be a point of contact and will meet the emergency services at the front entrance of the school building
- All Tutors should make checks / take registers etc.
- The Site Manager would deputise where necessary
- The Premises Manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (quarterly) and where records are kept (fire precautions manual)
- The Sports Centre Manager liaises with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, Local Authority Emergency planning Dept etc.
- Arrangements will be made by the Premises Manager/Sports Centre Manager protect sensitive installations from malicious damage or hoax threats, including arrangements to cover the use of the premises outside normal working hours

3.11 First Aid and Medication

First Aid

- First aider details are displayed in the school office
- First aider has First Aid at Work Level 3
- The Deputy Head (T & L), The Sports Centre Manager and First Aider are responsible for checking when staff require refresher training
- The first aid kits are kept in the school office, PE offices, Sports Centre and on the minibus.
- The Sports Centre Manager and First Aider are responsible for checking and restocking the first aid kits
- A member of the admin team summons the ambulance and may accompany the children to hospital (if parent or legal guardian is not available)
- We have at least one person on site who is First Aid trained.

Medication

- The First aiders administer the medication
- The First aiders have been trained in the use of epi-pen, diabetes support training
- Medication is stored in a locked cabinet in the front office
- Students with specific medical needs will have a Medical Passport which has been signed by the parent/carer
- All medication coming into school is signed in and out
- Two members of staff should sign to say they have given dose.

3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement



3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- Staff Induction will inform about all existing information held on the site (e.g. in arrangements section, staff handbook, specific risk assessments and induction)
- Documents are kept electronically in the Staff Shared Area
- A pack is given to new staff to inform them of all the relevant information
- Health and safety is monitored through regular team briefings
- All team briefings are minuted

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

- This is done through all lessons, assemblies, tutor time

Visitors / contractors

- The Premises Manager ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- H & S arrangements are displayed on the back of the visitors' badges and they are also displayed in reception.

Governors

- Governors are informed of any existing and new health and safety information through regular Governor meetings
- Governors meet half termly and receive reports at each meeting

Trade unions

- Trade Union health and safety representative attend all health and safety meetings

3.14 Kiln (if applicable) – not currently in use

- Art Teacher to be trained to operate the kiln (their details & qualifications should be displayed by the kiln)
- The risk assessment for the kiln is located in staff shared area
- The firing cycle takes place all year round
- Outside contracts will inspect and service the kiln
- The kiln is kept secure in a locked room to prevent unauthorised access and free of combustible materials
- The normal operating procedures are displayed by the kiln
- In the event of an emergency the fire alarm should be sounded
- Personal protective equipment e.g. thermal gloves, goggles etc., is provided for the operator
- There is an extractor and smoke detector fitted in the room so that fumes are ventilated



3.15 Lettings/Shared use of premises/Extended Services

- The Sports Centre Manager is responsible for discussing and agreeing health and safety arrangements and all the points listed below
- A written lettings agreement / is a policy in place, signed by the hirer and the schools should hold a copy.
- Restrictions on use of equipment.
- Staffing requirements.
- First aid provision
- Fire and emergency arrangements.
- Standard operating procedures.
- The Sports Centre Manager is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting availability.
- The Sports Centre Manager is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The Sports Centre Manager is responsible for checking risk assessments
- Security arrangements.
- Insurance cover.

3.16 Lifting equipment (including lifts and hoists)

- We have a hoist for trampolining which is serviced every 12 months
- PE staff are in the process of being trained

3.17 Lone working and Personal Safety

- Staff are aware of emergency contact numbers when lone working
- Lone Working is limited to the Business Manager, Admin Manager, Premises Team, teaching staff and Sports Centre Team
- Personal safety awareness information is provided/discussed with staff through team meetings (Business Manager Team Meetings, Premises Team Meetings, and Sports Centre Meetings)
- Staff who are lone working will alert another member of staff that they are in the building and will advise them when they leave the building
- All lone workers have up to date contact details of office/premises staff who are on site
- Lone workers must not carry out any hazardous activities (eg putting up displays, using hazardous solvent substances)

3.18 Maintenance/Inspection of equipment

- Equipment is inspected on a regular basis
- Types of equipment include ladders and steps, fume cupboards, other extraction systems, scaffolding tower, grounds maintenance equipment, minibus
- PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. are all tested on a regular basis



- Checks will be done on a day to day basis by the member of staff using the equipment and also relevant outside companies will check equipment

3.19 Manual handling

- The Premises Team and Lunch Time Supervisors are trained in manual handling
- Staff working with students who are in wheelchairs will have specific wheelchair training.
- Premises Manager and SEND Department will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks

3.20 Minibuses

- Only staff who hold the Local Authority Permit will be allowed to drive the minibus
- Local Authority test and relevant driving test is required
- We recommend drivers do not exceed driving for more than 2.5 hours without a break. They are then required to take a break of at least 30 minutes.
- Staff are trained in what to do in the event of an emergency ie bus break down, accident, deflated tyre
- First aid and fire extinguisher provision is available on the minibus
- The Premises Manager will monitor when the bus will be serviced / MOT carried out and by whom.
- The Premises Manager will monitor driver pre visual checks procedures and where records are kept.
- The driver for each journey is responsible for undertaking checks on the minibuses and must record these before each journey. Checks are also carried out and recorded on a weekly basis by the Premises Team
- Checks are made to ensure all pupils are wearing seat belts when the vehicle is in motion

3.21 Monitoring Arrangements

- WCC carry out routine health and safety inspections. The Premises Manager and Sports Centre Manager will check all the risk assessments and monitor any risk assessments.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Premises Manager / Sports Centre Manager / Business Manager.

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.



3.22 Noise at Work (Not usually applicable to primary schools)

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen (Premises Manager) carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.23 Offsite and Educational Visits

EVOLVE and the Staff Shared Area contain all the information regarding offsite visits

- The Educational Visits Co-ordinator (EVC) is Mr James Cox (Sports Centre Manager/Premises Manager)
- Use of EVOLVE offsite visit software system by Visit leaders to set up visit requirements and forward this information onto the school EVC.
- EVC to via the EVOLVE software system to monitor request for visits and respond accordingly.
- Head teacher to sanction visit once Visit Leader and EVC has completed the necessary arrangements and checks.
- Requirements when planning school trip, the need for pre-site visits.
- The Visit Leader will carry out risk assessments. Recording of risk assessments before activity
- The EVC approves all visits and notifies the Local Authority
- Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision
- The need for a 'plan B' if the activity cannot be carried out.
- Adequate Insurance to the value of £5M

3.24 Outdoor Play Equipment

- There is no outdoor play equipment at TDMS

3.25 PE equipment

- All PE equipment is checked annually by Service Gym each Easter
- Pre-use visual checks are carried out before use by Sports Centre Team and PE staff
- Cleaning and weekly maintenance is completed by the Sports Centre Team
- All areas and activities have been risk assessed.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted published 2012.
- There is a safe practice PE policy held within the department.

3.26 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.



- The Premises Manager will select and ensure proper usage of the equipment by staff doing ground work
- The arrangements for periodic checking and maintenance of the equipment will be carried out by an external agency
- The Business Manager will ensure proper use, supervision

3.27 Pond (Jubilee Garden)

- All students are supervised by a member of staff
- All gates are kept locked and high fencing is around the Jubilee Garden
- Risk Assessment are carried out before students go into the Jubilee Garden
- The Premises Manager is responsible for the maintenance of the Jubilee Garden

3.28 Risk Assessments

- TDMS undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999). This is done on an annual basis.
- Staff complete risk assessments every July
- All staff are responsible for ensuring risk assessments are undertaken and they are monitored and checked by the Health & Safety Committee
- Arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance are carried out by the Assistant Head or Business Manager.
- The Premises Manager and Sports Centre Manager carry out the risk assessments and the risk assessor signs and dates it as well as the responsible person.
- We annually review risk assessments.
- Risk assessments are kept in the shared area
- TDMS share all risk assessments with the relevant staff they effect.
- Staff to sign and date to say they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit is risk assessed.

3.29 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.30 Sports pitches / playing fields

- The Sports Centre Manager oversees and maintains the area
- The Sports Centre Team carry out daily visual inspections
- The sports field is fenced and a sand pit cover is in place to prevent animals fouling in sand pits (controlled by PE staff)

3.31 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health & Safety Committee meetings and held once a term



- The staff representative or trade union representative is present at the School Safety Committee meetings and can raise issues of concern and make suggestions on behalf of the staff
- The staff representative is responsible for informing and consulting “in good time” with trade union health and safety representatives on:
 - ❖ Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - ❖ Appointment of competent persons on site who will to comply with health and safety requirements
 - ❖ Risks to employees health and safety and preventative measures
 - ❖ Planning and organising of health and safety training
 - ❖ Introduction of new technology and health and safety consequences
- Trade Union health and safety information is displayed along with safety representative information in the staff rooms
- Health and safety law poster is situated in the staff rooms

3.32 Stress and Staff Wellbeing

- We have an open door policy from the Headteacher and SLT
- We have removed all unnecessary meetings.
- We have fewer briefings for all staff
- We have a policy of not sending emails at weekends
- Anyone experiencing problems should refer to their line manager
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service
- Either the Head Teacher or Business Manager will refer staff for who need to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service
- Expectant mothers are encouraged to report as soon as possible. See Risk Assessments section also
- There is a staff room on site. Staff are able to have free access to the Sports Centre Fitness Suite at the school

3.33 Swimming lessons (Public Pool)

- There are no swimming lessons that take place at TDMS

3.34 Swimming pools / hydrotherapy pool (School's Own)

The De Montfort School does not have a swimming pool/hydrotherapy pool.

3.35 Training and Development related to Health and Safety

- The Premises Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The School Induction Officer is responsible for new staff inductions and briefings
- The Head Teacher and Business Manager are responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)
- The Deputy Head (Teaching & Learning) is responsible for all training records



- The Deputy Head (Teaching & Learning) is responsible for ensuring staff undertakes refresher training

3.36 Vehicles on Site/car park arrangements

- The Premises Manager/Sports Centre staff are responsible for the management of vehicles on site
- The Premises Manager/Sports Centre staff are responsible for the restriction on vehicle movement at certain times
- The Premises Manager/Sports Centre staff are responsible for Segregation of large vehicles from pedestrian areas
- The Premises Manager/Sports Centre staff are responsible for restrictions on reversing vehicles
- The Premises Manager/Sports Centre staff are responsible for special arrangements for deliveries
- Risk assessment are carried out when additional or large vehicles are on site
- The school minibus is regularly serviced and checked by a member of the premises team
- Staff using the minibus with students, must pass a special minibus test provided by the County
- Seatbelts must be used and when buses are hired this should also be taken into consideration
- Staff using their own cars to transport students should check that they are insured to do so
- In normal circumstances no parental vehicle is allowed on the premises unless picking up a child who is ill or disabled
- No delivery vehicles should be allowed through the gates between 8.30am and 9.00am and 3.15pm to 3.45pm and at break and lunch times except for emergency services
- Bikes should be pushed into school and out
- A member of staff should be on duty when children enter and leave school to oversee their safety

3.37 Violence to Staff / School Security

- All visitors have to sign in and out at reception. Staff are encouraged to keep doors locked when not in use.
- Staff are able to complete Team Teach training (PPI)
- Staff have to record any incidents of verbal & physical violence on SIMS and refer to SLT
- Risk assessment are carried out for hazardous circumstances. Any student or activity that is deemed to be hazardous is risk assessed. Risk assessments are all stored on the staff shared area

3.38 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log is kept electronically
- The Premises Team are responsible for carrying out water hygiene sampling
- The Premises Manager is responsible for maintenance arrangements for air conditioning units, humidifiers etc. These are serviced twice a year.

3.39 Work experience pupils

- The Deputy Head (Teaching & Learning) will give the induction



- The Deputy Head (Teaching & Learning) will carry out the risk assessment
- Students will have a departmental mentor who has responsibility for them

3.40 Working at Height

- Only staff trained in the erection and dismantling of the scaffolding tower are able to erect it. The scaffolding tower is stored and locked under the stage at the high school campus
- The Premises Manager will carry out the annual inspections
- Staff, who have been trained and are using the equipment will carry out pre use checks and record them
- The Premises Manager will carry out risk assessments and monitor use. The Premises Manager will ensure staff are aware of the risk assessments
- The restrictions on staff using steps and ladders should be decided by the premises team after assessment of the job
- Regular training is required (e.g. for use of tower scaffolding or cherry picker). This is done by a recognised outside company.
- Specialist training is required for staff using equipment such as e.g. for ladders / tower scaffolds etc.
- The Premises Manager/Site Manager will ensure staff using the equipment are wearing appropriate clothing / footwear.
- Students are not allowed to use such equipment
- Contractors must bring their own equipment or show they are PASMA certified to use our scaffold tower

3.41 Stage Lighting

- The ICT Team/Sports Centre Team manage the use of stage lighting
- No lighting will be modified in any way, except with the Network Systems Manager/Sports Centre Manager's approval.
- A record will be kept of the use and inspection of the lights, both before and after use. Any repairs necessary will be recorded.
- Any hired equipment must also be inspected and checked.
- The lighting will not be hired out to any other party except at the discretion of the Headteacher and Sports Centre Manager.
- Fixed parts/equipment should be tested/checked yearly. The resultant report should be kept by the Network Systems Manager.
- Moveable parts should be checked yearly as part of the 'Portable Appliance Testing Programme'

Responsible Person	Print Name	Signature	Date
Chair of Governors			
Headteacher			

Review Date _____