


## Health and Safety Policy

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<b>Review cycle</b>	1 year	<b>Signature</b>	
<b>Date for review</b>	February 2025	<b>Author</b>	Senior Facilities Manager

### 1. Scope.

1.1 This policy applies to all stakeholders in School and those who wish to use the School facilities.

### 2. Principles.

2.1. Respect Collaboration of Schools (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability.

### 3. Rationale.

3.1 It is the intention of the School to provide a safe and healthy working environment for all stakeholders.

3.2 In order to achieve this, it is the responsibility of all stakeholders to uphold this policy. Health and safety is everybody's responsibility.

3.3. This document is overarching, and a number of further policies and risk assessments support this policy.

3.4 It is the duty of all stakeholders to act responsibly and take all necessary precautions to protect themselves and other stakeholders.

3.5 This policy will be monitored by the Executive Director and Facilities manager.

### 4. General.

4.1 The Governing Body notes the provision of the Health and Safety, etc. Act 1974 which states that it's the duty of every Employer to conduct his or her business in such a way as to ensure, so far as is reasonable practicable, that persons who are not in their employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School premises or participating in School sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of pupils.

4.2 The aim of the governing body is 'to provide a safe and healthy working and learning environment for all stakeholders'. This is delegated to the executive Director and other leaders.

4.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working

conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. So far as reasonably practicable the Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all stakeholders must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or taking part in a School activity.

## **5. The Duties of the Governing Body.**

5.1 In the discharge of its duty the Governing Body, in consultation with the Executive Director will:

1. make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the School, in particular the Management of Health and Safety at Work Regulations 1999
2. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School
3. periodically assess the effectiveness of this policy and ensure that any necessary changes are made
4. identify and evaluate risks relating to:
  - accidents
  - health
  - School-sponsored activities (including work experience)
5. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
6. create and monitor the management structure

5.2 In particular the governing body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry to and exit from plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances

Safe and healthy working conditions which take account appropriate:

- Statutory requirements
- Codes of practice whether statutory or advisory
- Guidance whether statutory or advisory
- supervision, training, and instruction so that all staff and pupils can perform their School-related activities in a healthy and safe manner.
- All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities, and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided.
- Pupils will receive such training as is considered appropriate to the School-related activities which they are carrying out.
- All training will be regularly reviewed and updated if necessary, training records are monitored and maintained
- Necessary safety equipment, protective equipment and clothing together with any necessary guidance, instruction and supervision will be given
- Adequate welfare facilities will be available

5.3 As is reasonably practicable the Governing Body, through the Executive Director, will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- instruction and training so that all staff may carry out their duties in a safe manner without placing themselves or others at risk

## **6. The Duties of the Executive Director.**

6.1 As well as the general duties which all members of staff have (see 5.0) the Executive Director has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School, and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

6.2 The Executive Director is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full, at all times

6.3 In particular the Executive Director will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School
- ensure at all times the health, safety and welfare of staff, pupils and others using the School premises or facilities or services, or attending or taking part in School-sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff and pupils and others using the School premises and facilities
- ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled
- consult with members of staff, including safety representatives on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils and others to promote health and safety
- ensure that any defects in the premises, its plant equipment or facilities which relate to, or may affect the health and safety of, staff pupils and others are made safe without delay
- encourage all staff to suggest ways and means of reducing risks

- collate accident and incident information and when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the School including all School based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own wellbeing or the health and safety of others
- monitor first aid and welfare provision

## **7. The Duties of Supervisory Staff.**

7.1 All supervisory staff (e.g. heads of department, co-ordinators, managers etc.) will make themselves familiar with the requirements of the Health and Safety etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility

7.2 In addition to the general duties which all members of staff have, they will be directly responsible to the Executive Director to have the overall day to day responsibility of their designated area, department or site

7.3 They will take a direct interest in the Schools health and safety policy and in helping other members of staff, pupils and others to comply with its requirements

7.4 As part of their day to day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new staff working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Executive Director or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded
- all plant, machinery and equipment in the department in which they work is in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire prevention appliances are provided and readily available in the department in which they work
- toxic, hazardous and flammable substances in the department in which they work are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health (CoSHH) regulations
- monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others

- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- report as appropriate, any health and safety concerns to the appropriate people

## **8. The Duties of All Members of Staff.**

8.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- as regards any duty of requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

8.2 All staff 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

8.3 In particular all members of staff will

- be familiar with the health and safety policy and all safety regulations as laid down by the governing body
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- see that all plant, machinery and equipment is adequately guarded
- see that all plant machinery and equipment is in good and safe working order
- not make unauthorised or improper use of plant machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied, including appropriate personal protective equipment (PPE)
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health (CoSHH) regulations
- 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

## **9. Hirers, Contractors and Others.**

9.1 When the premises are used for purposes not under the direction of the Executive Director then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

9.2 The Executive Director, or the coordinator, will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

9.3 When the School premises or facilities are being used out of normal School hours for a School sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section

9.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the Governing Body or Executive Director:

- introduce equipment for use on the School premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the School

9.5 All contractors who work on the School premises are required to ensure safe working practices by their own staff under the provisions of the Health and Safety at Work Act etc. 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc. Act 1974.

9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Executive Director will take such actions as are necessary to protect persons in their care from risk of injury.

9.7 The Governing Body draws the attention of all users of the School premises (including hirers and contractors) to s.8 of the Health and Safety at Work etc. Act 1974. which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **10 Staff Consultative Arrangements.**

10.1 The Governing Body, through the Executive Director, will make arrangements for the establishment of a Safety Committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

## **11. Codes of Practice and Safety Rules.**

11.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the Safety Committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

11.2 From time to time the Department for Education and Skills (DfEs), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Executive Director considers the inclusion of all or any such

documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **12. Risk Assessment.**

12.1 The Executive Director will ensure that a risk assessment survey of the premises, methods of work and all School sponsored activities is conducted regularly. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body

## **13. Emergency Plans.**

13.1 The Executive Director will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimize loss

This sequence will determine the priorities of the emergency plan.

13.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body

## **14. Home Visits/ Lone Working**

14.1 The Schools Lone Working Policy can be found at [K:\Staff Handbook\Policies & Protocols\Policies and Guidance](#). All stakeholders are required to have read this document.

## **15. First Aid.**

15.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

15.2 The number of certificated First Aiders will not at any time, be less than the number required by law (first aider lists are found at the reception and/or staff rooms and office locations of each site/school - see first aid policy)

15.3 At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances

15.4 Supplies of first aid material will be held at various locations throughout the School. The Executive Director and/or Facilities Manager will determine these locations. They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly, and any deficiencies made good without delay.

15.5 Adequate and appropriate first aid provision will form part of the arrangements for all out of School activities

15.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity. Records will be maintained in accordance with the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

15.7 **Any** member of Staff who is injured, or involved in an accident or incident, must complete the appropriate accident or incident form which can be found at <K:\Health and Safety\Accident & Incident Forms>

## **16. Pupils Accidents.**

16.1 Parents / Carers should be informed if an accident occurs during School time or on a School related activity

16.2 In addition to informing Parents / Carers it is important to remember that all accidents should be recorded using the School accident form, which can be found at <K:\Health and Safety\Accident & Incident Forms>, and sent to the Facilities Manager

16.3 All communications with Parents / Carers should be logged on the School's Management Information System (in the communication log)

16.4 Accidents must be assessed to see if there is a health and safety issue and remedial action to be taken as soon as possible to eliminate future risks.

## **17. Administration of Medicines in School.**

17.1 See the Administering Medicines Policy for further information, this can be found at <K:\Staff Handbook\Policies & Protocols\Policies and Guidance>

17.2 The Council fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following the CYP's guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means the Council and not the employee will meet the cost of damages should a claim for alleged negligence be successful.

## **18. Abuse, Aggression and Violence (AAV)**

18.1 The School recognises the potential damaging effect on an employee's well-being of all categories of violence

- actual attack
- the threat of violence
- verbal abuse

It regards all types of violence as unacceptable and will take effective action to deal with violent incidents



18.2 This policy is supported by the DCC Abuse, Aggression and Violence Policy and Guidance which can be found here <https://schoolsportal.derby.gov.uk/ohs/policies/>

18.3 The forms for reporting AAV and serious incidents can be found here <K:\Health and Safety\Accident & Incident Forms>

18.4 Guidance for completing Accident and Incident forms can be found at <K:\Health and Safety\Accident & Incident Forms>

## **19. Bullying, Harassment, Victimisation and Discrimination on the grounds of age, Disability, gender or gender identity, race, religion or belief, or sexuality-policy statement.**

19.1 The School will not tolerate any type of victimisation and will treat any complaint seriously and take the appropriate course of action immediately.

19.2 The School has a separate Anti-Bullying Policy bullying which can be found here <K:\staffarea\Staff Handbook\Policies & Protocols\Policies and Guidance>

## **20. Education Visits, School Trips and Evolve.**

20.1 All school trips require approval from the School Head and the Educational Visits Coordinator (EVC) prior to the trip taking place, even if the venue is within walking distance, short duration, and a low risk activity it must still be approved

20.2 Approval must be obtained from the School Head **before** completing the School Visit Form (EV1). Approval from the Educational Visits Coordinator (EVC) is via completion of the EV1, more details below.

20.3 Local Authority guidelines are:

- Low Risk Trips must be notified at least 2 weeks before the departure date
- Medium Risk at least 4 weeks notice
- High Risk trips should be at least 3 months notice

Notification is by means of a **School Visit Form (EV1)**, this must be completed and emailed to the Educational Visits Coordinator (EVC) who will enter it onto the Local Authority Evolve system for approval.

20.4 A **School Trips Information form** also needs to be completed for **all** trips and visits; this must be given to admin on the site you are leaving from **prior** to the trip taking place.

20.5 The Educational Visits Coordinator (EVC) or Facilities Manager will give advice should you require any further information.

20.6 The latest **EV1 School Visit Form** can be found at <K:\Staff Handbook\Useful Forms>. The **School Trips Information form** is located in the **School Trips Protocol (Appendix 1)**, found in <K:\Staff Handbook\Policies & Protocols\Protocols> When completing this form for admin please use the **School Trip Protocol Appendix 1 Word Version**

20.7 Before the trip you should familiarise yourself with the relevant trip related documents, including the **School Trips Risk Assessment** and **Transport Risk Assessment** which can be found at <K:\Health and Safety\Risk Assessments>

**Trips Policy, Driving at work policy** and **Driving at work policy (DCC)** which can be found at <K:\Staff Handbook\Policies & Protocols\Policies and Guidance>

**In Case of Emergency (ICE) Off Site on a School Activity** and **School Trip Protocols** which can be found at <K:\Staff Handbook\Policies & Protocols\Protocols>

**If the minibus is being used**, please read the **Minibus Code of Practice** and **Minibus Protocols** which can be found at <K:\Staff Handbook\Policies & Protocols\Protocols>

The Educational Visits Coordinator (EVC) or Facilities Manager will advise on the correct documentation required.

## **21. Weather and Environmental Conditions**

21.1 Pupils and staff should dress appropriately for School, they should adhere to the staff dress code or pupil uniform policy. Especially considering the type of activity they are completing

21.2 Staff should allow for regular breaks when carrying out physical exercise during extreme temperatures. During cold or wet spells of weather staff should plan suitable activities

21.3 Adequate ventilation should be considered for all activities

21.4 The School may have to enact their emergency closure procedures during extreme weather conditions

## **22. Contractors in School.**

22.1 All contractors involved in building repairs / projects should contact the Site Manager responsible for the school they are attending to confirm access before they arrive. Alternatively, the Senior Site Manager or Facilities Manager should be made aware.

22.2 No intrusive work is to be started without a full asbestos survey (where applicable) of the area that will be affected. Intrusive means: drilling, or dismantling of fixtures etc. or anything that entails breaking the surface of walls, floors and ceiling

22.3 Where applicable, all School sites have an asbestos register, contractors must read and sign this asbestos register before commencing work

22.4 No work is to be carried out with pupils on site, unless authorised by the Facilities Manager and everyone concerned with the education and safety of the pupils have been consulted

Further guidance for contractors working at our Schools can be found here <K:\Health and Safety\Contractor H&S> and the Contractor Risk Assessment which can be found at <K:\Health and Safety\Risk Assessments>

### **23. Transporting Pupils.**

23.1 It is the responsibility of all drivers to ensure they are safe and legal to drive and inform DVLA and school of any physical or mental disability which might affect their fitness to drive a vehicle. Everyone is expected to observe the normal rules of the road as set out by the Road Traffic Act and Highway Code. This includes driving with due care and attention, observing speed limits, parking safely and legally on public and private land, including disabled parking spaces that should only be used if a blue disabled parking badge can be legitimately used and displayed. Drivers may be fined or prosecuted for the existence of defects found on the vehicles they drive if they are considered partly or wholly responsible for the existence of them. Any fines, penalty charges or court summons incurred by the driver are the driver's responsibility.

23.2 Where employees are authorised to use their own vehicles for work, they must have relevant business insurance, full valid driving license, road tax and MOT certificate where required. Staff should not give lifts to pupils unless agreed by SLT. When a vehicle is used to transport pupils or students an additional adult in the vehicle must be considered and based on pupil / student numbers and their risk assessments. The number of people in the vehicle, including the driver, must not exceed what is designed or permitted by the vehicle manufacturer and Road Traffic Act. If the driver has any doubts or concerns advice must be taken from SLT or their line manager before the journey takes place.

23.3 Further information can be found in the following documents

<K:\Staff Handbook\Policies & Protocols\Protocols>

- School Trips Protocol
- Driving at Work Policies
- Mini-Bus code of practice and Protocols
- In Case of Emergency (ICE) Off Site on a School Activity

<K:\Health and Safety\Risk Assessments>

- School Trip Risk Assessment
- Transport Risk Assessment

### **24. Drug related incidents in Schools.**

Further information can be found in the Drugs and Alcohol Policy which can be found at <K:\staffarea\Staff Handbook\Policies & Protocols\Policies and Guidance>

### **25. Control of Substances Hazardous to Health (CoSHH).**

25.1 It is important to note that any substance used in School may require a CoSHH risk assessment, all substances used in school will require a data sheet. See specific RA which supports the use of CoSHH

25.2 **Teaching** All substances that staff wish to bring into School must first be assessed by the Site Manager and leaders in charge. All items ordered should be through the Schools internal ordering system and, if required, have a CoSHH risk assessment and data sheet.

25.3 **Science** All chemicals used in the science room are the responsibility of the staff using the science room to deliver their lesson. They must follow all safety advice regarding the safe use of chemicals

25.4 **Cleaning and Caretaking** All products used in the cleaning and maintenance of School sites should have their own CoSHH data sheet and where applicable risk assessment.

25.5 The Control of Substances Hazardous to Health Policy can be found at <https://schoolportal.derby.gov.uk/ohs/policies/> a CoSHH Generic Risk Assessment can be found at <K:\Health and Safety\Risk Assessments>. Substance specific risk assessments and data sheets can be obtained from the science department or the Site Manager

25.6 All substances shall be labelled, handled, and stored in accordance with CoSHH regulations, substance risk assessment if applicable, and data sheet

#### 26. **Display Screen Equipment.**

The School adopts the local authorities Display Screen Equipment Policy, this can be found at <https://schoolportal.derby.gov.uk/ohs/policies/>

#### 27. **Manual Handling.**

The School adopts the local authorities Manual Handling Policy, this can be found at <https://schoolportal.derby.gov.uk/ohs/policies/>

#### 28. **Stress Management.**

The School adopts the local authorities Stress Management Policy, this can be found at <https://schoolportal.derby.gov.uk/ohs/policies/>

28.1 The School is responsible for the health, safety and welfare of its staff while they are at work. We recognise the importance of protecting our staff's mental well-being as well as their physical health. The School is committed to giving all stakeholders the necessary procedures, information and support they need to:

- Recognise and understand the nature and causes of stress
- Take positive measures to manage stress effectively.

28.2 The School accepts the Health and Safety Executive (HSE) definition of work related stress which is:

"The adverse reaction people have to excessive pressure or other types of demand placed on them".

28.3 The School acknowledges its general duty of care for its stakeholders under the Health and Safety at Work Act 1974. Similarly, the School accepts the need to consider the risk of stress related ill health when meeting its obligations under the Management of Health and Safety at Work Regulations 1999.

28.4 The School acknowledges that anyone can acquire work related stress and the health problems that it can lead to. The Stress Management Policy, and the guidance that supports it, is based on the latest information available from the HSE and the recommended stress management standards.

More information can be found here <https://www.hse.gov.uk/stress/index.htm>