## Health & Safety Guidance
## Children' Services Department

# FORMULATION OF A LOCAL HEALTH & SAFETY POLICY

| Review Date | Changes Required | Name & Position |
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DERBYSHIRE County Council

# Children's Services ISSUE 2
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# GUIDANCE ON FORMULATION OF LOCAL HEALTH AND SAFETY POLICY

In addition to the County Council Policy each establishment must issue its own local health and safety policy.

The following information provides an indication of the format and contents of such a policy and points towards the arrangements to be included. This list of suggested headings is not exhaustive and individual establishments must identify their own specific and additional needs and include these in their policy. Each policy should identify the points (and therefore post holder) who will be responsible for implementing and monitoring the specific tasks.

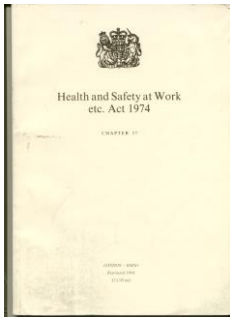
Health and Safety is a condition of service issue and therefore must be negotiated with the Trade Union appointed Health and Safety Representatives where one or more are appointed in a school.

Any implementation or review of any Health and Safety documentation must be by negotiation with the Trade Union appointed Health and Safety Representatives.

Please see the section on "Health and Safety Representatives and Safety Committees" section in the Health Safety Policy and Guidance section on the Derbyshire Net for Learning (DNfL) for full details.

## WRITING A HEALTH AND SAFETY POLICY FOR YOUR ESTABLISHMENT

### INTRODUCTION


Health and Safety at Work
etc. Act 1974

Section 2 (3) of the Health and Safety at Work Act 1974 requires every employer of 5 people or more to produce a "written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees". This policy statement must be revised "as often as may be appropriate". This means that a health and safety policy statement must be a "living" document which changes as the organisation changes.

To produce a single document which would be acceptable and cover all Children's Service establishments, including schools, Children Centres, Area Offices, Adult Education Centres etc., would be impractical, so the LA has decided to write a policy statement which outlines the management structure of the Authority and the general requirements.

The responsibility for producing a Health and Safety Policy for each individual establishment has been delegated to the establishment management team. In a school, this means the Board of Governors, Headteachers plus other members of the School Management. Every school will be expected to produce a policy, irrespective of the number of employees. In other establishments it will be the responsibility of the manager and management team.

## STRUCTURE OF THE HEALTH AND SAFETY POLICY

### What makes up a Safety Policy?



The Safety Policy is made up of three broad parts:-

1. ***A general statement of intent*** which sets out the aims and objectives of the establishment in terms of Health and Safety.

2. ***The organisation for implementing the policy***, including specific responsibilities allocated to individuals. Each member of staff in your organisation has some degree of responsibility for health and safety. The Health and Safety Policy should detail each staff member's responsibilities by job title and by name and will show how these knit together into a structure capable of efficiently managing Health and Safety.

3. ***The arrangements for carrying out the specific functions***. These are likely to take the form of written procedures and should include provision by which the policy will be monitored to establish its effectiveness.



Note: Arrangements may refer to other documents where necessary i.e. the Childrens Services Department guidance on the S4S site, CLEAPPS guidance, lesson plans etc.

Establishments should formally adopt or adapt this guidance where appropriate to form the basis of their arrangements for health and safety and thus the Arrangements Section of their Safety Policy. There will need to be statements as to how this will be implemented in the particular establishment. The establishment should then add to this document their own Safe Systems of Work and Risk Assessments relevant to the establishment where their operations are not covered by the Authority's guidance or where that guidance is not specific enough to complete the document.

## Part 1. General Statement of Intent

This should be a declaration of your intent (as an employer) to seek to provide the safest and healthiest working conditions possible, and to make sure the employees act responsibly by not placing themselves or anyone else at risk due to their work activities. This section can be quite short and should show, in broad terms, the approach to Health & Safety and establish a 'Health and Safety culture'. Items for inclusion in this statement should include:-

**a)** identification of the establishment;
**b)** a declaration of the managements intention to provide a safe and healthy environment and conditions for employees, pupils and visitors and to ensure that the work and activities carried out by the school do not adversely affect the health and safety of other people;
**c)** reference to the need for consultation between management and staff on Health and Safety issues, in particular before allocating health and safety responsibilities to individuals;
**d)** reference to the intention to seek expert advice, where necessary, in order to determine risks to Health and Safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management;
**e)** commitment to provide adequate training and information in respect of health and safety risks and in order to enable them to carry out their health and safety duties.
**f)** reference to the need for support from everyone to enable the objectives of the policy to be fulfilled;
**g)** reference to the LA Health and Safety Policy and the intention to implement the requirements of this policy where appropriate;
**h)** reference to the compliance with the Health and Safety at Work Act and other relevant legislation.
**i)** the date and signature by the Chair of Governors and Headteacher.

## Draft health and safety policy

The Children's Services Health and Safety Section has produced a draft health and safety policy that school/establishment can adopt and adapt for there own establishment. Any further help or guidance can be obtained by contacting the area health and safety adviser.

# Health and Safety policy adopted by Cromford Church of England Primary School

# STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

## Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

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

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

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those

affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

| | |
|---|---|
| Name | Name |
| Sign | Sign |
| Headteacher | Chair of Governors |
| Date | Date |

## Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

## Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.

- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

## School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

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

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

## Teaching/non-teaching staff holding positions of special responsibility

This includes headteacher, teachers and support they have the following responsibilities:

Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own heath and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

## Class teachers

Class teachers are expected to:

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

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.

## All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.

- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

## School Health and Safety Representatives

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

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

## Pupils

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

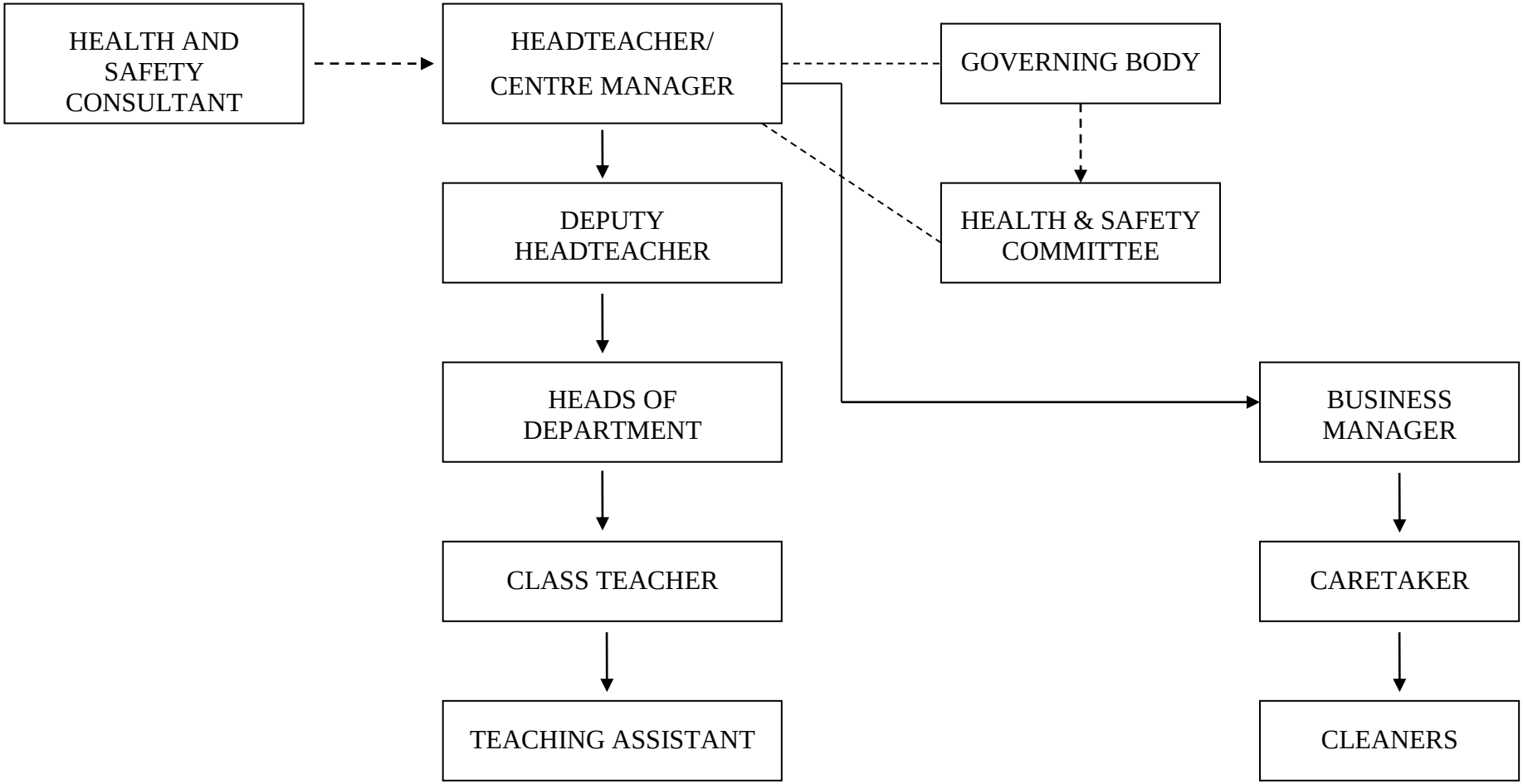
Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# Organisational Responsibility for Health and Safety



## Arrangements for Health and Safety

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

**The following list of topics for which arrangements may need to be produced is intended only as a guide and you may need to add to the list, or delete from it as required. Some procedures may be available in the form of "guidance notes" or "policies" produced by the LA. These should be scrutinised and adapted to suit the particular circumstances of your school. An example of this is shown in the Accident/Incident Reporting section below.**

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

The "arrangements for" list is as follows:-

### Accident/Incident Reporting

All accidents and incidents in Cromford Church of England Primary School will be reported and recorded in line with the Local Authority accident reporting guidance. In Cromford Church of England Primary School all staff will report all accidents to Mrs Foster who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is kept at the back of the Accident Reporting file.

### Accident Investigation

Arrangements for which accidents will be investigated and by whom.

### Administration of Medicines

Arrangements for administering or none administering of medicines.

### Adverse Weather

How the school will manage health and safety in relation to periods of adverse weather

### Animals

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangement. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the

animals in terms of environment, etc. Consideration should be given to care of animals in school holidays.

## Asbestos

The school should already have had an asbestos survey and received a register of the areas where asbestos is known to be present and a trained duty holder. The guidance will deal with how exposure to asbestos is to be prevented.

## Communication

Arrangements for communication between management and staff regarding health and safety issues, e.g. defect reporting, health and safety bulletins, etc.

## Consultation with Staff

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

## Contractors

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

## COSHH

How will you control the risk from hazardous substances, including use and storage etc. (COSHH assessments).

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

## Curriculum Areas

Arrangements for controlling the risk in specific curriculum areas:

- Design and Technology
- Drama

- Science
- Physical Education, etc
- Art

In secondary schools departments will have their own safety procedures relevant to the teaching of the curriculum in that area. The school main safety policy should refer to these curriculum areas but not necessarily duplicate them.

## Disaster Plans

Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

## Display Screen Equipment

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

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

## Educational School Visits

Arrangements for managing educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk.

## Environmental

Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

## Fire

Fire procedures, to include:

- Who is the duty holder

- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

## First Aid

First Aid procedures, to include:

- Name(s) of First Aider(s)
- Name(s) of appointed person(s), if any?
- Location of first aid box(es)
- Who is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).
- Who will contact the emergency services if required?
- Procedures for notifying parents, e.g. when and how.

## Housekeeping/Storage

Arrangements for safe storage and housekeeping (including the maintenance of access to egress routes).

## Inspection of the Premises

Arrangements for carrying out formal inspections of the premises, once again, in terms of who; how; (in a large school it may be more practical to inspect departments separately rather than try to inspect the whole school in one go), and how often. Existing LA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture. Details of how any health and safety problems identified will be dealt with should be included.

## Lockdown

How the school will manage potential external threats to the school.

## Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

**Lifting Equipment**

Arrangements for ensuring the safe use and maintenance of lifting equipment

**Manual Handling**

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

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

**Mechanical/Electrical**

Procedures for the introduction of new, second-hand and donated machinery and equipment
Arrangements for the inspection and maintenance of machinery and equipment, who by, how often and how recorded.

**Monitoring Auditing**

Arrangements for monitoring and auditing the policy; again based on who, how, when. Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the size and complexity of the school as well as the issues identified. In large areas some areas or departments may require more frequent monitoring of their sections of the policy than others.

Audits should take place to ensure the continuous monitoring process is adhered to. The frequency of these audits will depend on the situation within each school.

Records of the testing and inspection of equipment and maintenance work carried out should be maintained as part of your health and safety management system documentation, but do not need to be included in the health and safety policy itself.

The following list is a guide to the equipment and practices for which records should be kept but you may wish to add to it or delete from it as appropriate.

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

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

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

**Annual Checks**

| Item | Check By | Comments |
|---|---|---|
| Risk Assessments | Mrs Foster | |
| Accident Reports | Mrs Foster | |
| Record Fire Appliance Test | Derbyshire CC | |
| Record PE Equipment Check | Derbyshire CC | |
| Check Completion of PAT Testing | AGG Maintenance | |
| Whole Staff Training- Refreshers | Mrs Foster | |
| Non Accidental Injury Reports | Mrs Foster | |
| | | |
| | | |
| | | |
| | | |

**Weekly Checks**

| Item | Check By | Comments |
|---|---|---|
| Playground, Walls, Fences, Gates and Seats | Caretaker | |
| Fire Alarm Tests | Caretaker | |
| | | |
| | | |
| | | |

**Termly Checks**

| Item | Check By | Comments |
|---|---|---|
| Health and Safety Report by Headteacher at Governors' meetings | Governor responsible for Health and Safety | |
| Premises Inspection | Caretaker, governor (health and safety) | |
| Fire Log | Headteacher | |

| | | |
|---|---|---|
| Accident Reports | All staff | |
| Fire Evacuation | Headteacher | |
| Visual Check of Electrical Equipment | Caretaker | |
| Premises Security | Headteacher/Caretaker | |
| | | |
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**Moving and Handling of Pupils**

Arrangements for safely moving and handling pupils who require assistance to move.

**One off Activities**

Arrangements for identifying and controlling the risk involved with “one off” activities, e.g. outward bound activities, etc.

**Out of School Activities**

Procedures for all types of out of school activities, e.g. adult to pupil ratios, type of transport, etc.

**Personal Emergency Evacuation Plans (PEEP’s)**

Arrangements for assisting anyone who requires assistance to evacuate the building in an emergency

**Personal and Intimate Care**

Procedures for delivering personal/intimate care if required

## Personal Protective Equipment

Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

## Positive Behaviour Support Including Physical Intervention

Arrangements for dealing with challenging behaviour- utilising the model school policy

## Premises

Arrangements for the use of premises outside normal working hours, e.g. entertainment licence, what information should be passed to groups who use the premises, etc?
Classrooms/offices.
Plant/Boiler Room.

## Playground Safety

Arrangements for playground supervision and equipment/surfaces inspections.

## Risk Assessments

Arrangements for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

## Road Safety

Arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc.

## Security

Security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g. location of visitors' book, access points which may be closed to the public at certain times of the day, etc.

## Site Access

Arrangements for safe access and egress of staff, pupils, visitors and associated vehicles.

## Stress Management

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extend of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

## Training

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term. They system for recording any training and information given should also be included.

## Violence at Work

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

## Welfare Facilities

Arrangements for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc

## Waste Management

Arrangements for managing waste and associated secure points.

## Wildlife Areas

Arrangements for managing and using school wildlife areas and gardens, eg staff-pupil ratios, provision of adequate fencing, selection of plants, etc.

It must be remembered that certain animals may attract vermin such as rats, particularly if a good standard of care is not maintained. Arrangements for dealing with this type of situation will need to be considered.

## Work Related Learning

Work related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

Schools should have written policies clarifying:

- Objectives and responsibilities.
- Health and safety arrangements (including arrangements when hosting a placement).
- Use of only approved placements.
- Briefing/debriefing students before/after placements.

## Working at Heights

Be safe; always use the right equipment when working at height. Every year 4,000 people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. In the last 6 years there have been 5 deaths and over 3,000 injuries in the education sector. Here the school should detail it's work at height procedures.